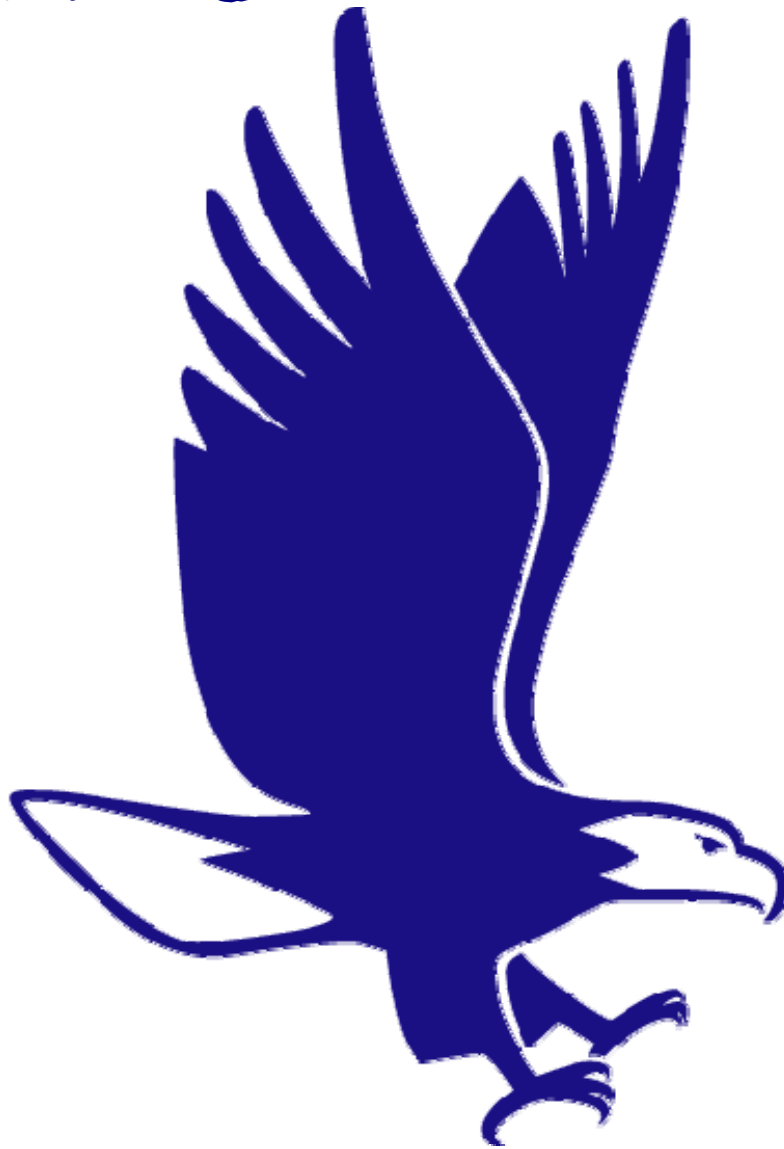


Eagle Software

aeries™



Elementary School Applications
User Manual

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ELM13

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View All Forms

ELM14

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- Select Form

View All Reports

ELM15

Options used to access all **Aeries™** reports

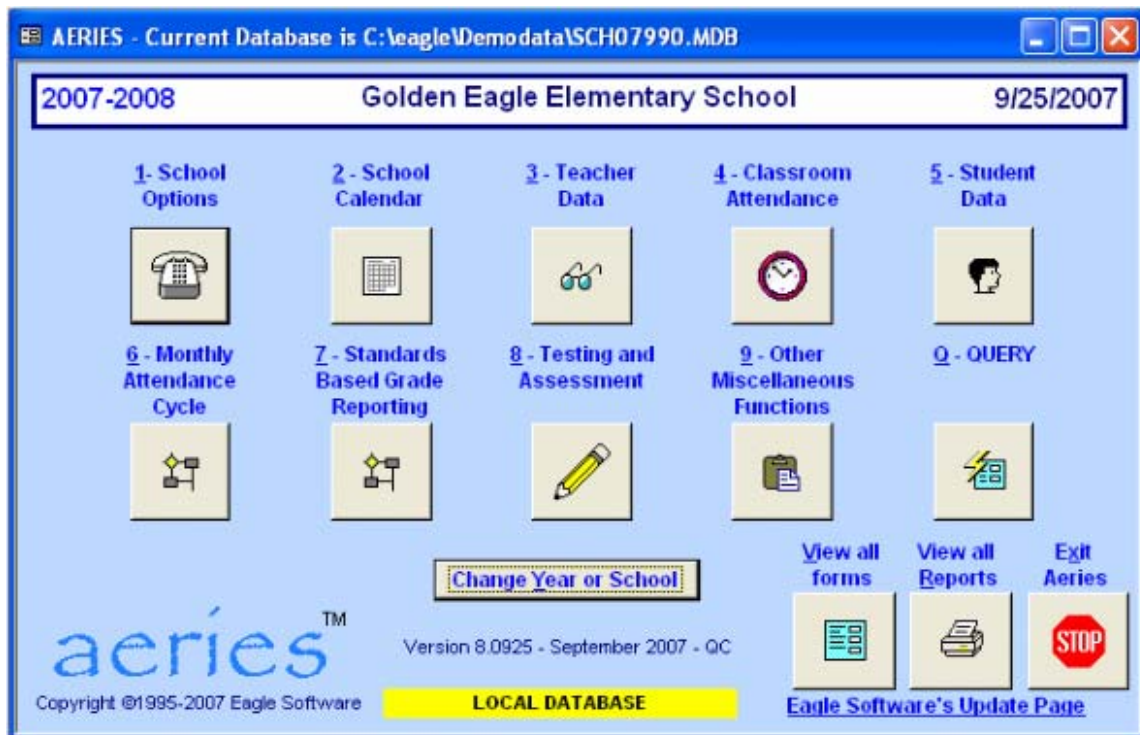
- Select Report

Control Panel – Elementary User Manual

September 10, 2007

AERIES CONTROL PANEL AND FUNCTIONS

The **Aeries Student Information System** is a software package that utilizes **Microsoft Access** to operate. Its purpose is to maintain student demographics and other related student information. The setup of this program can be utilized by an individual school site or by a school district with many school sites.

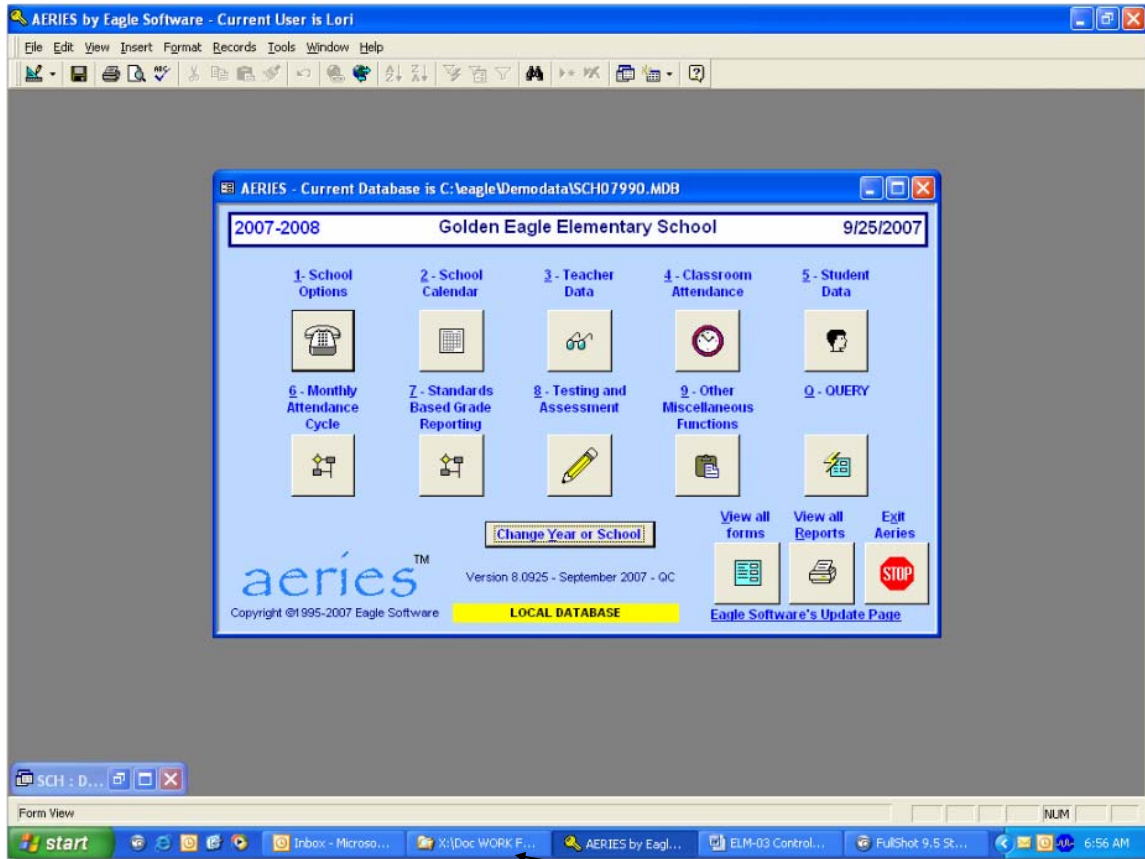


The terms used by **Access** differ slightly compared to other software terms. For instance, a form refers to the screen displayed. A table is referring to the file being used. A button is a 'box' on the form that the mouse is clicked on to select a program.

The functions are extremely easy to use. They involve either clicking the mouse on a "button" or typing a letter or number on the keyboard.

CONTROL PANEL

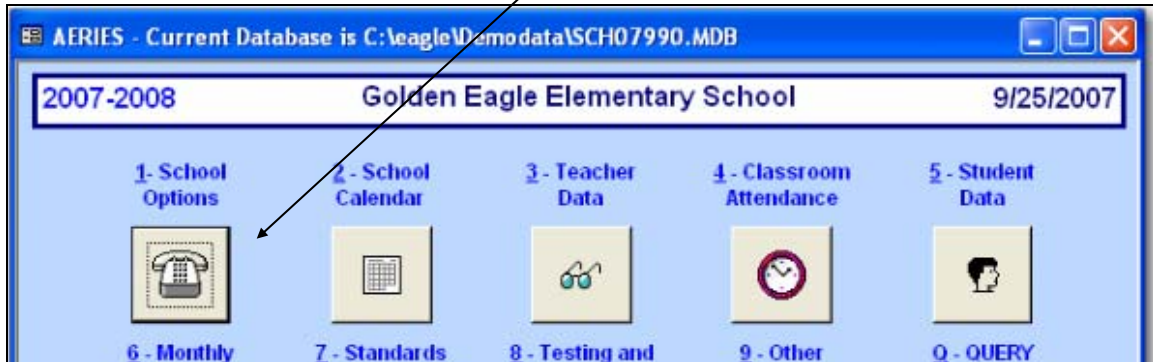
The **Control Panel** is the Main Menu for the **Aeries™** software package. This menu enables easy selection to the forms available.



Since this program uses **Microsoft Access**, other **programs** can be running, which can be minimized and used while working in **Aeries™**. The screen layout will vary depending on the screen settings.

TO SELECT OPTIONS

The **Aeries™ Control Panel** displays a bold trim around the outside edge of the **School Options** button and a dotted line around the icon.

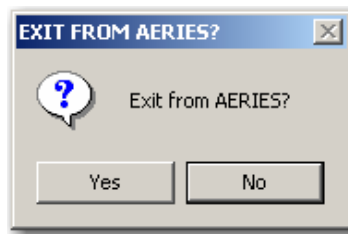


This indicates the option can be accessed by pressing **Enter** or clicking the mouse **ONCE** on the desired button. The **Aeries™** programs can be utilized by using the mouse or the keyboard.

To use the keyboard, use the right and left arrow keys to select the form desired. As the arrow keys are pressed, dots will display inside of the button with a hi-lited border around the outside edge. Once the arrow has reached the button selected, press **Enter**.

TO EXIT THE CONTROL PANEL

To exit **Aeries™** click the mouse on the **STOP** button in the bottom right hand corner. An exit message will display. Click the mouse on the **Yes** button.



NOTE:

The **Aeries™** software package is a “MOUSE” driven program. Movement throughout the programs are much easier using the mouse rather than with the keyboard.

SCHOOL OPTIONS

The **School Options** form is used to maintain specific data about each school that is unique to the school site. This includes the school name, address, grade range, principal, etc.

Schools / Options

2007-2008 Golden Eagle Elementary School 9/10/2007

Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag
990	Golden Eagle Elementary School	999	555-9990		9/02/1995		
Street Address		City		State	ZipCode/Extn	Cntry	
9950 Comet Street		Eagle Point		CA	95990	US	
Principal's Name		Principal's Email Address		ID Type	County	District	School
Ms Jenny Roberts				1	65	99999	9999990
Next Perm ID#		Grade Range					
0		0		6			
Att Period	Att Tracks	Path to student photographs		User1	User2	User3	User4
0	0	c:\eagle\					
School Type		Attendance Type					
Elementary		Daily					
Classroom Version		Attend. Reporting					
Neither (or ABI)		Negative					
		Schedule Basis					
		Semester					
Session Type		Grade Reporting					
Regular		One Mark					
Gender Codes							
M and F							

LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete Print eXit Help

This also displays **information** that determines how the program will record data throughout the year. This information **MUST** be verified at the beginning of the school year to ensure it has been setup correctly.



NOTE:

It is crucial that these buttons are setup correctly and not changed after the school year begins.

SCHOOL CALENDAR

The **School Calendar** form displays each day in the current school year and a code indicating whether it is a school holiday. The calendar is used for attendance accounting.

Calendar

2007-2008 Golden Eagle Elementary School 9/10/2007

Attendance Month: ☐ Lock Attendance Month

Monday	Holiday	Tuesday	Holiday	Wednesday	Holiday	Thursday	Holiday	Friday	Holiday
<input type="text" value="8/20/2007"/>	<input type="text"/>	<input type="text" value="8/21/2007"/>	<input type="text"/>	<input type="text" value="8/22/2007"/>	<input type="text"/>	<input type="text" value="8/23/2007"/>	<input type="text"/>	<input type="text" value="8/24/2007"/>	<input type="text"/>
<input type="text" value="8/27/2007"/>	<input type="text"/>	<input type="text" value="8/28/2007"/>	<input type="text"/>	<input type="text" value="8/29/2007"/>	<input type="text"/>	<input type="text" value="8/30/2007"/>	<input type="text"/>	<input type="text" value="8/31/2007"/>	<input type="text"/>
<input type="text" value="9/03/2007"/>	<input type="text" value="#"/>	<input type="text" value="9/04/2007"/>	<input type="text"/>	<input type="text" value="9/05/2007"/>	<input type="text"/>	<input type="text" value="9/06/2007"/>	<input type="text"/>	<input type="text" value="9/07/2007"/>	<input type="text"/>
<input type="text" value="9/10/2007"/>	<input type="text"/>	<input type="text" value="9/11/2007"/>	<input type="text"/>	<input type="text" value="9/12/2007"/>	<input type="text"/>	<input type="text" value="9/13/2007"/>	<input type="text"/>	<input type="text" value="9/14/2007"/>	<input type="text"/>

Totals for month: Student Days: Teacher Days: Holidays:

Totals for year: Student Days: Teacher Days: Holidays:

School Holiday Codes (students do not attend classes)

@ = School not in session \$ = Staff Development

= School Holiday

Informational Codes (school is in session)

% = Minimum Day

+ = Parent Conference

☐ = Add a custom bell schedule for this day ☐ = View/Change the custom bell schedule for this day

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Help

TEACHERS

The **Teachers** form will display all teachers in the school, and the students currently enrolled in their class.

Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
1	Aldrich				1	0		20	16	4	5	11

CBEDS NCLB Core ElecTag E-mail Address Staff ID Hily Olfd Tch

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0050	Avalos	Ashlee	F	0			
0064	Barbosa	James	F	0			
0075	Beveridge	Ashlie	F	0			
0148	Connole	Marco	M	0			
0166	Davis	Terrence	M	0			
0221	Foley	Jacqueline	F	0			
0247	Gongob	Venessa	F	0			
0326	Johnson	Jacqueline	F	0			
0365	Leiva	Rachel	F	0			
0410	Martinez	Jaclyn	F	0			
0451	Money	Linda	F	0			
0481	Oliver	Francois	M	0			
0529	Przekop	Anthony	M	0			
0629	Skirvin	Krysta	F	0			
0675	Turner	Kenneth	M	0			

Record: 1 of 16

LOCATE **UPDATE** **Show Inactives** ☒

Backward **Get** **Forward** **Add** **Change** **Delete** **Input** **eXit** **Print** **Staff**

Move students to another teacher
 New Teacher: 0
 1 Move All students to new teacher
 2 Move students in grade only
 3 Move the tagged students only
 Note: Click on students to tag or untag them.
☐ Input with Dropdown List
 Display By:
☒ Tch Name
☐ Tch Number

Photo File 99001 Adjust ☒

OTHER

The three **buttons** on the right side of the form are used to transfer students to new teachers. Once assigned to a teacher, the teacher number is stored in **Student Data** for each student.

CLASS ATTENDANCE

The **Class Attendance** form is used to keep track of daily attendance. Various absence codes are used to track tardies, truants, illnesses, etc. It displays all students enrolled within a teacher's class and the month's attendance for each student.

Classroom Attendance

2007-2008 Golden Eagle Elementary School 08/27/2007

Tch# 1 Teacher Name Aldrich Tag

Click on student's names to mark them TARDY

Stu#	Student Name	Grd	Tr	Pr	Aug	27	28	29	30	31	03	04	05	06	07	10	11	12	13	14	24	25	26	27	28
000050	Avalos, Ashlee	K									*														
000064	Barbosa, James	K				A					*														
000075	Beveridge, Ashlie	K									*														
000148	Connole, Marco	K									*														
000166	Davis, Terrence	K				A					*														
000221	Foley, Jacqueline	K									*														
000247	Gongob, Vennessa	K									*														
000326	Johnson, Jacqueline	K									*														
000365	Leiva, Rachel	K				A					*														
000410	Martinez, Jaclyn	K									*														
000451	Money, Linda	K									*														
000481	Oliver, Francois	K									*														
000529	Przekop, Anthony	K									*														
000629	Skirvin, Krysta	K				T					*														
000675	Turner, Kenneth	K									*														
000726	Willoughby, Edith	K									*														

Record: 1 of 16

LOCATE UPDATE Show Inactive Teachers? ☒ OTHER

Backward Get Forward Absent Change Here Ill Tardy eXit Print

STUDENT DATA

The **Student Data** form displays the demographic data about each student. It is used to add new students, to change data about students and to delete students.

Students 2007-2008 Golden Eagle Elementary School 9/25/2007

Basic Student Data Other Student Data

Stu#	Last Name	First Name (DB)	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000007	Abbott	Alan	Robert	233053250	M	6	4/19/1996	11

Parent/guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver
M/M A Abbott (777) 555-8241 09/02/2005

Mailing Address City State Zipcode/Extn GridCd Interdist Transfer / District
PP Box 2345 Eagle Rock CA 99999 0028A

Residence Address City State Zipcode/Extn Schl Enter Dt Dist Enter Dt Leave Date Tag
2230 Rollings Way Eagle Rock CA 99999 07/23/2003

Teacher Number/Name Room LastSchl NextSchl NextGrd NextTch
0 0 0 7 0

CorrLng Hm Lng LangFlu Prog AttPgm1 AttPgm2 EthCd SchedGrp Rcd Rel ParEd
00 00 500 Multi

User1 User2 User3 User4 User5 User6 User7 User8 User9 User10 Msg Family# S/M D/M
G 469 0 0

Check Status Show Inactives

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Quick Con
7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Lang I Interventions S Programs

I GATE Q DST Info 000003 Show Adj

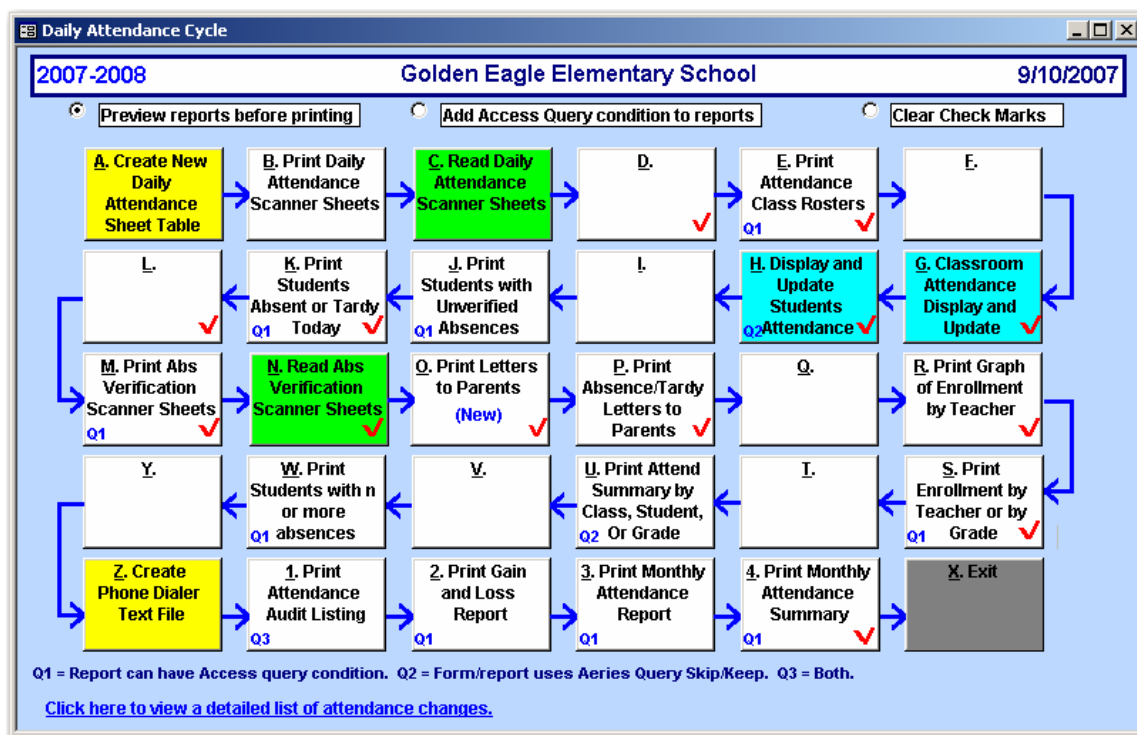
LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

There are **buttons** at the bottom of the form that allow access to additional student information. This information can be displayed or updated without leaving the **Student Data** form. A flag can also be set within these forms that will change the color of the button to red for user awareness.

ATTENDANCE CYCLE

The **Attendance Cycle** form displays a diagram of all the potential steps involved in the attendance cycle. As each step is performed a red check mark is placed in the lower right hand corner of the button. This gives a visual reminder of what has been completed and what is remaining.



The white buttons are all of the report programs. The different colored buttons are programs that create files or perform updates.

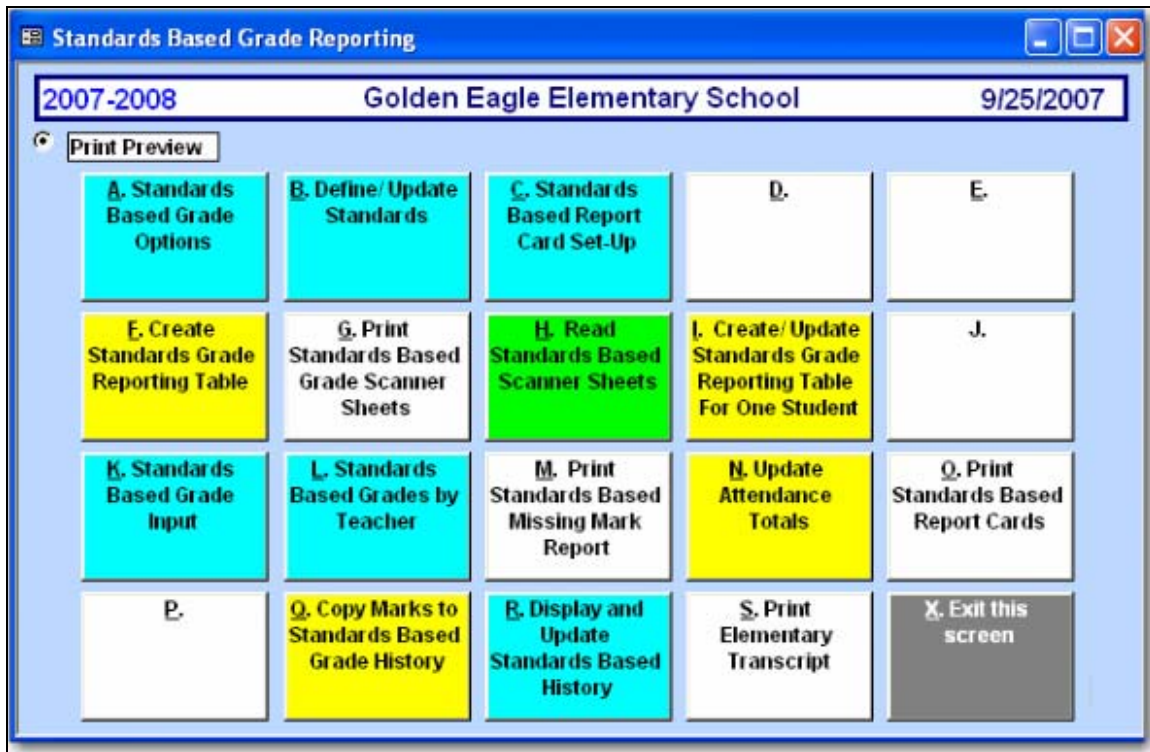


NOTE:

A red check mark is an indicator that this function has been performed. However, it does not prevent the program from being re-run if necessary.

STANDARDS BASED GRADE REPORTING

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** and the **Report Card Setup** for each grade level. This information **MUST** be setup first in order for the grade process to work properly.



After the setup process is complete **Create Standards Grade Reporting Table** is utilized to create the table to store the grades. Scan sheets can then be printed for the teachers to bubble, scanned back into Aeries and standards based report cards can be generated.

TESTING AND ASSESSMENT

The **Testing and Assessment** form contains the various testing programs utilized to create the Pre-ID files, programs to import the tests back into Aeries as well as various reports.

Testing and Assessment

2007-2008 Golden Eagle Elementary School 9/25/2007

☒ Preview reports before printing ☐ Add Access Query condition to reports

Pre-Identification Forms		Load Test Results / Import Data		Setup	View and Edit	
A. APRENDAS 3 Pre-Identification Form 02	B. CAHSEE Pre-Identification Form 02	E. CAHSEE Test Results	F. STAR Test Results	I. Testing Control Table	K. Test Scores 02	L. College Entrance Tests/Requirements
C. CELDT Pre-Identification Form 02	D. STAR Pre-Identification Form 02	G. Import Fixed Length Files	H. Import Or Add Data To Aeries	J. Update Test Objectives Table	M. Student Assessment Data	N. Students Multi Data Profile

Reports		Print Scan Sheets		Read Scan Sheets		Other
O. Print Student Tests 03	P. Print CAHSEE Status Report	S. Print Competency Test Scanner Sheets	T. Print Student Assessment Input Scanner Sheets	W. Read Competency Test Scanner Sheets	X. Read Student Assessment Scanner Sheets	2. Test Scoring Reports
Q. Print Content Standards Scores	R. Print Student Achievement Tests	U. Print Student Test Score Input Scanner Sheets	V. Print Teacher Made Test Answer Sheets	Z. Read Student Test Score Scanner Sheets	1. Read Update Teacher Made Test Sheets	3. Physical Fitness Testing

01 = Report can have Access query condition. 02 = Form/report uses Aeries Query Skip/Keep. 03 = Both.

eXit

MISCELLANEOUS FUNCTIONS

The **Miscellaneous Functions** form displays options that may need to be performed from time to time. It includes creating a new database and importing data to **Aeries™**. It also has forms for setting up the different field codes used through out the program.

2007-2008 Golden Eagle Elementary School 9/10/2007					
A. Create a new AERIES Database	B. Compact current AERIES database	C. Backup current AERIES database	D. Restore current AERIES database	E. Create AERIES data from SASI	F. Create AERIES data from SASI-XP
G. Get a DOS Window	H. Copy Table from Another Database	I. Copy AERIES data from last year	J. Copy Many Students from Another School	K. Copy One Student from Another School	L. Update Student Data from Last Year
M. Query Letter Editor	N. Update Code Table	O. Update Absence Code Table	P. Update Locker Table	Q. Update Graduation Requirements Table	R. Assign Hot Keys
S. Student ID Card Setup and Print	T. Student Photograph Setup	U. Test Scanner	V. Textbook Accounting	W. Physical Fitness Testing	X. Exit this screen (EXIT)



NOTE:

PLEASE be careful when accessing this form. The majority of these buttons can destroy current data.

QUERY

The **Query** form allows queries to be created very easily using the school's database. It generates a valid query statement, which can be printed or used to update data.

The screenshot shows the Eagle Software's Query Language application window. The title bar reads "Eagle Software's Query Language - Copyright 2007 Eagle Software".

Main Interface Components:

- Enter command:** A large cyan-colored text input area at the top.
- COMMANDS:** A box containing a list of commands and their descriptions:

LIST	Display output
TOTAL	Display totals
SKIP	Bypass records
KEEP	Select rcds
CHANGE	Change data
- SORT:** A section with a label "BY" followed by a dropdown menu currently showing "Sorted by".
- IF / COMPARISON:** Two columns defining logical operators:

IF	COMPARISON
=	Equals
#	Not equal
>	Greater
<	Less than
:	Contains
;	Not contain
- Math:** A box defining mathematical operators:

((Start Math	+ Add
) Stop Math	- Sub
(Open Parenth	* Mult
) Close Parenth	/ Div
- TABLES:** A table with two columns: TBL and Table Name.
- FIELDS:** A table with two columns: FLD and Field Name.
- SPECIAL:** A table with two columns: ? and Description. It lists "New Line" and "Barcode".

Right-Side Controls: A vertical stack of buttons: NEW, RUN, REPORT, LABELS, LETTERS, LETTER EDITOR, ENVELOPE, TO FILE, CHANGE, SAVE, LOAD, STARTUP, RESET, TABLES, EXIT.

Help Text: Below the SPECIAL table, it states: "* Click on a column heading in the Tables or Fields list to sort by the column. Click the column heading again to sort descending. For Fields - click a third time to sort by the sequence (default)."

Footer: At the bottom left is a checkbox labeled "Include Inactive Students". At the bottom right is the copyright notice "Copyright 2007 Eagle Software".

CHANGE YEAR OR SCHOOL

The **Change Year or School** form is used to switch between the different databases stored by **Aeries™**. The form will display the current database name, school name, school code, school year and the path to the database. To save time in database selection, the database information can be saved and retrieved at a later time.

welcome to aeries

You are currently accessing this database:
SCH07990.MDB

which contains data for:
Golden Eagle Elementary School

You may view a different school or school year by changing:

School code: **990** ↑ ↓

School year: **2007** - **2008** ↑ ↓

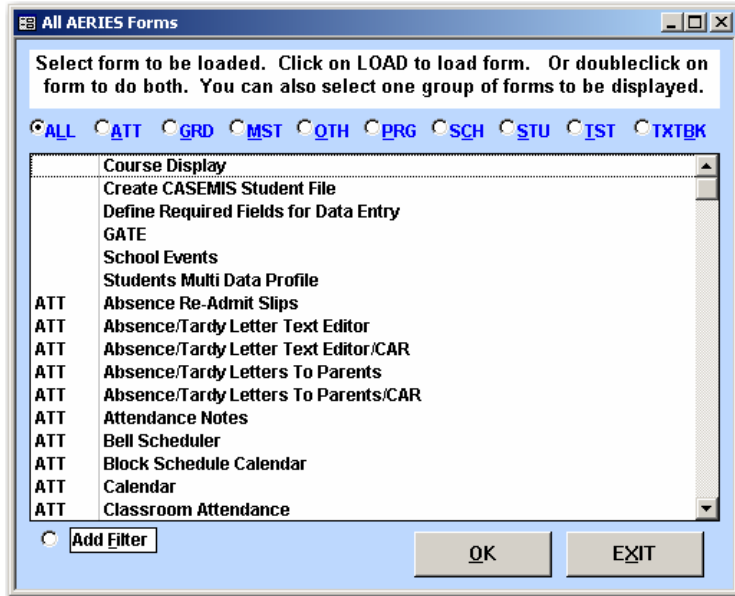
Path to Database: **C:\Eagle** ...

Version 10.0831 - August 2007
Copyright ©1995-2007 Eagle Software

Save DB Info **Get DB Info** **Change** **eXit**

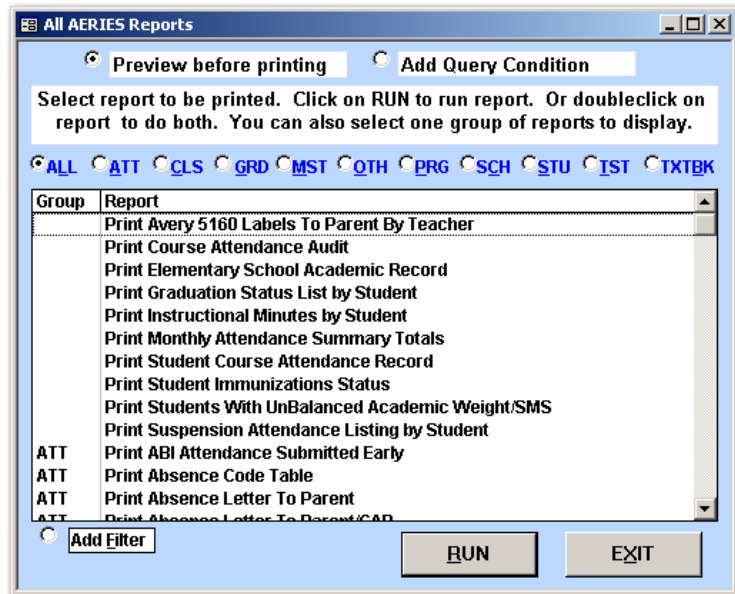
VIEW ALL FORMS

The **View All Forms** displays the programs available in *Aeries*™ and are in order by table name. Buttons at the top of the form allow programs to display programs for specific table group names. They can be easily selected and generated with a click of the mouse.



VIEW ALL REPORTS

The **View All Reports** displays all reports available in *Aeries*™ and are in order by table name. Buttons at the top of the form allow programs to be display for specific table group names. They can be easily selected and generated with a click of the mouse. A query condition can be added for specific data prior to printing. A report can be previewed on the form prior to printing.



FUNCTION KEYS

At the bottom of most forms there are three areas that display the function keys: **Locate**, **Update**, and **Other**. The following form displays these **options** at the bottom.

The screenshot shows the 'Students' form for Golden Eagle Elementary School, dated 9/10/2007. The student record is for Robert A. Aadasian, born 5/17/1995, in grade 6. The form includes fields for parent/guardian, mailing and residence addresses, teacher information, and various program selections. At the bottom, there are three main sections of function keys: LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete, UpdATT), and OTHER (Print, eXit, Reports). A 'Show Photo' checkbox is also present, which is checked.

Locate functions are used to locate a record, either by browsing in the database or by retrieving data from a record number or name.

Update functions are used to add, change or delete records, once they have been displayed.

Other functions include Exit, Help, and Print. (F1 can be used for Help and **Control-P** will print the display, if functions are missing).

The **Student Data** form currently displays a dark border around the function keys. The border is a reminder as to the area currently being worked with.

When the **Add** or **Change** functions are selected, the dark border will display around the student entry area of the form. After the entry is complete and **Enter** is pressed, the dark border will switch back to the function keys.

Students

2007-2008 Golden Eagle Elementary School 9/10/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1995	12

Parent/guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver
M/M A Aadasian (777) 555-0214 09/02/2007

Mailing Address City State Zipcode/Extn GridCd Interdist Transfer / District
5514 N Sunburst Dr Eagle Rock CA 99999 0029B

Residence Address City State Zipcode/Extn Schl Enter Dt Dist Enter Dt Leave Date Tag
5514 N Sunburst Dr 07/23/2004

Teacher Number/Name Room LastSchl NextSchl NextGrd NextTch
629 Hammer 29 0 0 7 0

CorrLng Hm Lng LangFlu Prog AttPgm1 AttPgm2 EthCd SchedGrp Rcd Rel ParEd
00 00 Multi 700

User1 User2 User3 User4 User5 User6 User7 User8 User9 User10 Msg Family# S/M D/M
1 16 0 0

Check Status ☒ Show Inactives ☒

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Quick Con
7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Lang I Interventions S Programs

Q DST Info

LOCATE UPDATE

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

000003 ☒ Show Photo OTHER ☐ Adjust

**NOTE:**

REMEMBER – When performing an Add or Change the Enter button **MUST** be pressed when complete.

LOCATE FUNCTIONS

B – Backward is used to move backward through the database to display preceding records. Click the mouse on the **Backward** function or type **B** on the keyboard.

G - Get record is used to select and display a particular record in the database. Click the mouse on the **Get** button or type **G** on the keyboard. A small window will display requesting certain criteria to perform a search.

F – Forward is used to move forward throughout the database and display subsequent records. Click the mouse on the **Forward** button or type **F** on the keyboard.

UPDATE FUNCTIONS

A - Add a record is used to add a new record to the database. Click the mouse on the **Add** button or type **A** on the keyboard.

C – Change is used to change any data within a form. Click the mouse on the **Change** button or type **C** on the keyboard. The cursor will display on the first field available for changes. After changes are complete, press **Enter**.

ESC – is used to undo a change before **Enter** has been pressed. Press **ESC** and the original data will be displayed.

D – Delete is used to delete a record from the database. Select the record to be deleted. Click the mouse on the **Delete** button or type **D** on the keyboard. A message will display to verify a record is being deleted. If the reply is **YES** it will be deleted and cannot be retrieved.

OTHER FUNCTIONS

Exit - is used to exit from the program.

Print - is used to print the current information displayed on the form.



School Options – Elementary User Manual

September 10, 2007

The **School Options** form is used to maintain specific data for each school that is unique to the school site. This includes the school code and name, address, principal, next permanent ID # to be assigned, grade range, the period that attendance will take place, the number of tracks, and the number assigned to the county, district and school.

This form will also set standards for the **Aeries™** system to record data throughout the year according to each individual school. This information should be verified prior to the first day of school to ensure that all data is recorded correctly.



NOTE:

It is crucial that these buttons are setup correctly and should not be changed.

SCHOOL TYPE	<p>The School Type is either Elementary or Elementary with a Master Schedule. Under normal circumstances a designated elementary school does <u>NOT</u> use a master schedule, course table, or assign sections to students. Teacher and room data is kept in the teacher table. Student's teacher assignment is stored in the student record.</p>
ATTENDANCE TYPE	<p>The Attendance Type is Daily. A school reporting attendance once daily uses Daily Attendance.</p>
ATTENDANCE REPORTING	<p>The Attendance Reporting is normally done on an exception basis, where a student is assumed present unless reported absent. This is considered negative reporting.</p> <p>Continuation schools and some other schools may use positive reporting, where a student is <u>NOT</u> assumed present, but must be reported present by each teacher.</p>
CLASSROOM VERSION	<p>The Classroom Version enables the teachers to input each student's attendance or grades on their computers.</p> <p>For schools using ABI this item must be flagged.</p>
GENDER CODES	<p>The Gender Code refers to which set of codes will be used when adding students in Student Data. The options are B - Boy, G – Girl, M – Male, or F – Female.</p>

TO ADD A SCHOOL

The **Add** function is used to add a new school to the database. Click the mouse on the **Add** button. The cursor will display in the **Code** field.

Schools / Options

2007-2008 Golden Eagle Elementary School 9/10/2007

Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag
990	Golden Eagle Elementary School	999	555-9990		9/02/1995		
Street Address		City		State	ZipCode/Extn	Cntry	
9950 Comet Street		Eagle Point		CA	95990	US	
Principal's Name		Principal's Email Address		ID Type	County	District	School
Ms Jenny Roberts				1	65	99999	9999990
				Next Perm ID#	Grade Range		
				0	0 0 6		
Att Period	Att Tracks	Path to student photographs		User1	User2	User3	User4
0	0	c:\eagle\					
School Type		Attendance Type					
Elementary		Daily					
Classroom Version		Attend. Reporting					
Neither (or ABI)		Negative					
		Schedule Basis					
		Semester					
Session Type		Grade Reporting					
Regular		One Mark					
Gender Codes							
M and F							

LOCATE UPDATE OTHER

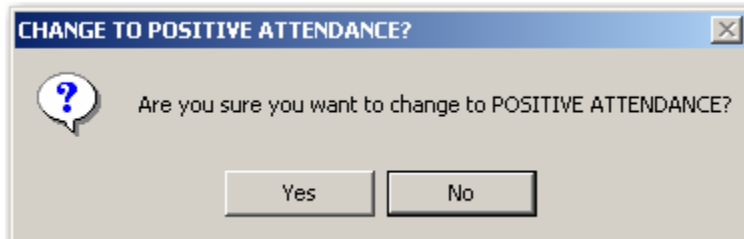
Backward Get Forward Add Change Delete Print eXit Help

Type the school information into the fields and press **Enter**. Verify the school options have been selected correctly. If changes are necessary, see **To Change The Pre-Set Options**.

TO CHANGE THE PRE-SET OPTIONS

To make changes to the **pre-set** options, click the mouse on the **drop down** arrow to the right of the option selected. Click the mouse on the new option. The **School Options** will **adjust** the schools database to the options selected.

If changes are made a warning message will display for example, if attendance is changed to Positive Attendance. **Verify the correct selection has been made** and click the mouse on the **Yes** button.



REMEMBER:

These functions are pre-set at the beginning of the school year. Once school begins, it is **HIGHLY** suggested that no changes be made.

CHANGE SCHOOL INFO

To change school information for a particular school use the **Locate** option to display the school. Click the mouse on the **Change** button. Make any necessary changes and press **Enter**.

The screenshot shows the 'Schools / Options' window. At the top, it displays '2007-2008', 'Golden Eagle Elementary School', and '9/10/2007'. Below this is a form with various fields:

Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag
990	Golden Eagle Elementary School	999	555-9990		9/02/1995		
Street Address		City		State	ZipCode/Extn	Cntry	
9950 Comet Street		Eagle Point		CA	95990	US	
Principal's Name		Principal's Email Address		ID Type	County	District	School
Ms Jenny Roberts				1	65	99999	9999990
				Next Perm ID#	Grade Range		
				0	0	6	
Att Period	Att Tracks	Path to student photographs		User1	User2	User3	User4
0	0	c:\eagle\					
				User5	User6	User7	User8

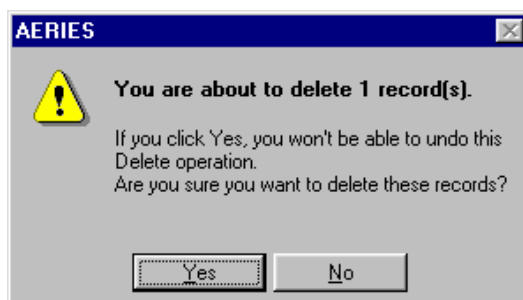


NOTE:

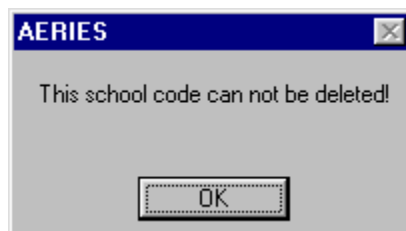
If incorrect changes have been performed the original data can be retrieved prior to pressing ENTER. Pressing the ESC key will retrieve and display the original data.

DELETE A SCHOOL

To delete a school from the database, use the **Locate** option and display the school. Click the mouse on the **Delete** button. The following message will display.



Verify the correct selection has been made. Click the mouse on the **Yes** button. If a school has been selected with live data stored in the database, the following message will display. Click the mouse on the **OK** button and verify the correct selection was made.



PRINT SCHOOL OPTIONS

To print the school information for the school displayed, click the mouse on the **Print** button. The following is an example of the **School Options** form.

2004-2005										Golden Eagle Elementary School										8/16/2004																																	
Code		School Name				Street Address				City																																											
990		Golden Eagle Elementary School				9950 Comet Street				Eagle Point																																											
State		ZipCode		Cntry	Area	Telephone		Principal's Name				Principal's Email Address																																									
CA		95990		US	999	555-9990		Ms Jenny Roberts																																													
AttendPeriod		AttendTracks		Path to student photographs				ID Type	County	District	School	Next Perm ID#	Grade Range																																								
0		0		c:\eagle\				1	65	99999	9999990	0	0	6																																							
School Type		Attendance Type																																																			
Elementary		Daily																																																			
Classroom Version		Attend. Reporting																																																			
Neither (or ABI)		Negative																																																			
		Schedule Basis																																																			
		Semester																																																			
Session Type		Grade Reporting																																																			
Regular		One Mark																																																			
Gender Codes																																																					
M and F																																																					
<div>LOCATE</div> <div>Backward Get Forward</div>																		<div>UPDATE</div> <div>Add Change Delete</div>																		<div>OTHER</div> <div>Print eXit Help</div>																	



School Calendar – Elementary User Manual

September 10, 2007

Every year a new school calendar must be created. The calendar contains the date range for each attendance month and the school holidays. The calendar contains up to fourteen months of twenty days each, for a total of 280 possible school days in each year.

Calendar

2007-2008 Golden Eagle Elementary School 9/10/2007

Attendance Month: ☐ Lock Attendance Month

Monday	Holiday	Tuesday	Holiday	Wednesday	Holiday	Thursday	Holiday	Friday	Holiday
8/20/2007		8/21/2007		8/22/2007		8/23/2007		8/24/2007	
8/27/2007		8/28/2007		8/29/2007		8/30/2007		8/31/2007	
9/03/2007	#	9/04/2007		9/05/2007		9/06/2007		9/07/2007	
9/10/2007		9/11/2007		9/12/2007		9/13/2007		9/14/2007	

Totals for month: Student Days: Teacher Days: Holidays:

Totals for year: Student Days: Teacher Days: Holidays:

School Holiday Codes (students do not attend classes)

@ = School not in session \$ = Staff Development

= School Holiday

Informational Codes (school is in session)

% = Minimum Day + = Parent Conference

☐ = Add a custom bell schedule for this day ☐ = View/Change the custom bell schedule for this day

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Help

The form will display the days and **holiday** codes for the attendance month selected.

The total student days, teacher days and holidays will display at the bottom of the form for the month displayed and the school year.

Calendar

2007-2008 Golden Eagle Elementary School 9/10/2007

Attendance Month: ☐ Lock Attendance Month

Monday	Holiday	Tuesday	Holiday	Wednesday	Holiday	Thursday	Holiday	Friday	Holiday
<input type="text" value="8/20/2007"/>	<input type="text"/>	<input type="text" value="8/21/2007"/>	<input type="text"/>	<input type="text" value="8/22/2007"/>	<input type="text"/>	<input type="text" value="8/23/2007"/>	<input type="text"/>	<input type="text" value="8/24/2007"/>	<input type="text"/>
<input type="text" value="8/27/2007"/>	<input type="text"/>	<input type="text" value="8/28/2007"/>	<input type="text"/>	<input type="text" value="8/29/2007"/>	<input type="text"/>	<input type="text" value="8/30/2007"/>	<input type="text"/>	<input type="text" value="8/31/2007"/>	<input type="text"/>
<input type="text" value="9/03/2007"/>	<input type="text" value="#"/>	<input type="text" value="9/04/2007"/>	<input type="text"/>	<input type="text" value="9/05/2007"/>	<input type="text"/>	<input type="text" value="9/06/2007"/>	<input type="text"/>	<input type="text" value="9/07/2007"/>	<input type="text"/>
<input type="text" value="9/10/2007"/>	<input type="text"/>	<input type="text" value="9/11/2007"/>	<input type="text"/>	<input type="text" value="9/12/2007"/>	<input type="text"/>	<input type="text" value="9/13/2007"/>	<input type="text"/>	<input type="text" value="9/14/2007"/>	<input type="text"/>

Totals for month: Student Days: Teacher Days: Holidays:

Totals for year: Student Days: Teacher Days: Holidays:

School Holiday Codes (students do not attend classes)

@ = School not in session \$ = Staff Development

= School Holiday

Informational Codes (school is in session)

% = Minimum Day

+ = Parent Conference

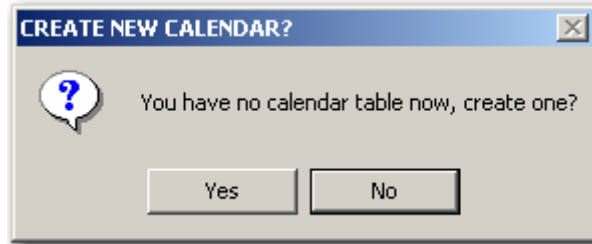
☐ = Add a custom bell schedule for this day ☐ = View/Change the custom bell schedule for this day

LOCATE UPDATE Print Preview OTHER

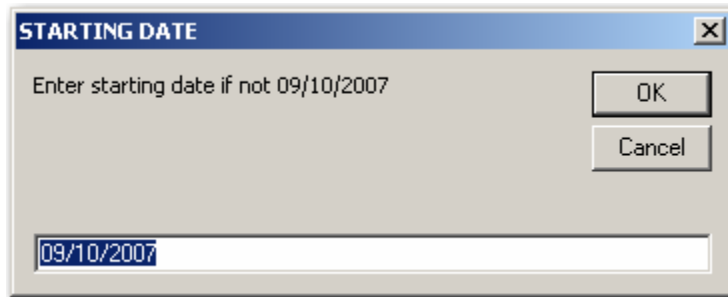
Backward Get Forward Add Change Delete Print eXit Help

CREATE A CALENDAR

At the beginning of the school year, a new calendar will need to be created. Click the mouse on the **School Calendar** button. The following message will display. Click the mouse on the **Yes** button.



The following text box will display. The starting date will be the first day of the attendance month being created.



The program will default to today's date for the starting date but **MUST** start on a Monday. To change the date, type the date for the first day of the month in the text box. Click the mouse on the **OK** button. A calendar will be created for the first month. This procedure must be performed for each school month.



NOTE:

The first day of each month **MUST** always be a Monday.

ELIMINATE WEEK FROM CALENDAR

If a week needs to be eliminated from the calendar it **must** be done while creating the month.

Calendar window for Golden Eagle Elementary School, 9/10/2007. Attendance Month: 1. Lock Attendance Month: ☐.

Monday	Holiday	Tuesday	Holiday	Wednesday	Holiday	Thursday	Holiday	Friday	Holiday
9/10/2007		9/11/2007		9/12/2007		9/13/2007		9/14/2007	
9/17/2007		9/18/2007		9/19/2007		9/20/2007		9/21/2007	
9/24/2007 #		9/25/2007		9/26/2007		9/27/2007		9/28/2007	
10/01/2007		10/02/2007		10/03/2007		10/04/2007		10/05/2007	

Totals for month: Student Days: 19 Teacher Days: 19 Holidays: 1
Totals for year: Student Days: 19 Teacher Days: 19 Holidays: 1

School Holiday Codes (students do not attend classes):
@ = School not in session \$ = Staff Development
= School Holiday

Informational Codes (school is in session):
% = Minimum Day
+ = Parent Conference

☐ = Add a custom bell schedule for this day ☐ = View/Change the custom bell schedule for this day

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Help

Click the mouse on the **date** to be changed and type the new date. For example, above the week of 10/01/2007 needs to be eliminated so 10/08/2007 is entered.

Press **Enter**. The week will be eliminated and all upcoming dates will be changed according to the new date entered.

Calendar window for Golden Eagle Elementary School, 9/10/2007. Attendance Month: 1. Lock Attendance Month: ☐.

Monday	Holiday	Tuesday	Holiday	Wednesday	Holiday	Thursday	Holiday	Friday	Holiday
9/10/2007		9/11/2007		9/12/2007		9/13/2007		9/14/2007	
9/17/2007		9/18/2007		9/19/2007		9/20/2007		9/21/2007	
9/24/2007 #		9/25/2007		9/26/2007		9/27/2007		9/28/2007	
10/08/2007		10/09/2007		10/10/2007		10/11/2007		10/12/2007	

TO ADD AN ATTENDANCE MONTH

To add an attendance month to the calendar, click the mouse on the **Add** button. The following text box will display. The program will use the date from the preceding month to determine the first day of the month being created.

The screenshot shows the 'Calendar' application window for 'Golden Eagle Elementary School' for the year '2007-2008'. The 'Attendance Month' is set to '1'. A 'Lock Attendance Month' checkbox is present. A 'STARTING DATE' dialog box is open, prompting the user to 'Enter starting date if not 10/15/2007'. The dialog box has 'OK' and 'Cancel' buttons. The background calendar shows dates from 9/10/2007 to 10/12/2007, with columns for Monday, Tuesday, Wednesday, Thursday, and Friday, each with a 'Holiday' field.

To change this date, type the date for the first day of the month in the text box which **MUST** be a Monday. Click the mouse on the **OK** button. A calendar will be created for the attendance month.

CHANGE HOLIDAY CODES

To change the holiday codes, click the mouse on the **Change** button. The cursor will display in the first holiday field on the form.

Press the **Tab** key to the desired date selected. Type the new code in the holiday field. Press **Enter**.

The screenshot shows the 'Calendar' application window for 'Golden Eagle Elementary School' for the year '2007-2008'. The 'Attendance Month' is set to '1'. The 'Lock Attendance Month' checkbox is present. The calendar shows dates from 9/10/2007 to 9/21/2007, with columns for Monday, Tuesday, Wednesday, Thursday, and Friday, each with a 'Holiday' field. The cursor is positioned in the 'Holiday' field for 9/10/2007.

DELETE LAST MONTH OF SCHOOL CALENDAR

To delete the last month within the school calendar, click the mouse on the **Delete** button and a message will display verifying you really want to delete a month.

Click the mouse on the **Yes** button. The form will default to the last month available in the attendance calendar.

**TO PRINT
ATTENDANCE
CALENDAR**

To print the school's attendance calendar, click the mouse on the **Print** button. The following is an example of the **Attendance Calendar**.

Golden Eagle Elementary School						
2007-2008						
Attendance Calendar						
8/20/2007 through 6/06/2008						
Month	Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	1	8/20/2007	8/21/2007	8/22/2007	8/23/2007	8/24/2007
	2	8/27/2007	8/28/2007	8/29/2007	8/30/2007	8/31/2007
	3	9/03/2007 #	9/04/2007	9/05/2007	9/06/2007	9/07/2007
	4	9/10/2007	9/11/2007	9/12/2007	9/13/2007	9/14/2007
2	5	9/17/2007	9/18/2007	9/19/2007	9/20/2007	9/21/2007
	6	9/24/2007	9/25/2007	9/26/2007	9/27/2007	9/28/2007
	7	10/01/2007	10/02/2007	10/03/2007	10/04/2007	10/05/2007
	8	10/08/2007 #	10/09/2007 #	10/10/2007 #	10/11/2007 #	10/12/2007 #
3	9	10/15/2007	10/16/2007	10/17/2007	10/18/2007	10/19/2007
	10	10/22/2007	10/23/2007	10/24/2007	10/25/2007	10/26/2007
	11	10/29/2007	10/30/2007	10/31/2007	11/01/2007	11/02/2007
	12	11/05/2007	11/06/2007	11/07/2007	11/08/2007	11/09/2007
4	13	11/12/2007 #	11/13/2007	11/14/2007	11/15/2007	11/16/2007
	14	11/19/2007	11/20/2007	11/21/2007	11/22/2007 #	11/23/2007 #
	15	11/26/2007	11/27/2007	11/28/2007	11/29/2007	11/30/2007
	16	12/03/2007	12/04/2007	12/05/2007	12/06/2007	12/07/2007
5	17	12/10/2007	12/11/2007	12/12/2007	12/13/2007	12/14/2007
	18	12/17/2007	12/18/2007	12/19/2007	12/20/2007	12/21/2007
	19	12/24/2007 #	12/25/2007 #	12/26/2007 @	12/27/2007 @	12/28/2007 @
	20	12/31/2007 #	1/01/2008 #	1/02/2008 @	1/03/2008 @	1/04/2008 @
6	21	1/07/2008	1/08/2008	1/09/2008	1/10/2008	1/11/2008
	22	1/14/2008	1/15/2008	1/16/2008	1/17/2008	1/18/2008
	23	1/21/2008	1/22/2008	1/23/2008	1/24/2008	1/25/2008
	24	1/28/2008	1/29/2008	1/30/2008	1/31/2008	2/01/2008
7	25	2/04/2008	2/05/2008	2/06/2008	2/07/2008	2/08/2008
	26	2/11/2008	2/12/2008	2/13/2008	2/14/2008	2/15/2008
	27	2/18/2008 @	2/19/2008 @	2/20/2008 @	2/21/2008 @	2/22/2008 @
	28	2/25/2008	2/26/2008	2/27/2008	2/28/2008	2/29/2008
8	29	3/03/2008	3/04/2008	3/05/2008	3/06/2008	3/07/2008
	30	3/10/2008	3/11/2008	3/12/2008	3/13/2008	3/14/2008
	31	3/17/2008	3/18/2008	3/19/2008	3/20/2008	3/21/2008
	32	3/24/2008	3/25/2008	3/26/2008	3/27/2008	3/28/2008
9	33	3/31/2008 #	4/01/2008 #	4/02/2008 #	4/03/2008 #	4/04/2008 #
	34	4/07/2008	4/08/2008	4/09/2008	4/10/2008	4/11/2008
	35	4/14/2008	4/15/2008	4/16/2008	4/17/2008	4/18/2008
	36	4/21/2008	4/22/2008	4/23/2008	4/24/2008	4/25/2008
10	37	4/28/2008	4/29/2008	4/30/2008	5/01/2008	5/02/2008
	38	5/05/2008	5/06/2008	5/07/2008	5/08/2008	5/09/2008
	39	5/12/2008	5/13/2008	5/14/2008	5/15/2008	5/16/2008
	40	5/19/2008	5/20/2008	5/21/2008	5/22/2008	5/23/2008
11	41	5/26/2008 #	5/27/2008	5/28/2008	5/29/2008	5/30/2008
	42	6/02/2008	6/03/2008	6/04/2008	6/05/2008	6/06/2008
	43	6/09/2008 @	6/10/2008 @	6/11/2008 @	6/12/2008 @	6/13/2008 @
	44	6/16/2008 @	6/17/2008 @	6/18/2008 @	6/19/2008 @	6/20/2008 @
Total Days of Enrollment: 180						
Total School Days: 180						
Total Holidays: 19						
Total Staff Development Days: 0						
Total Other Non-Attendance Days: 21						

CALENDAR CODES

Calendar codes are used to indicate which days are designated as holidays, staff development, school not in session, minimum days or parent conference days.

CODE DEFINITIONS

#	Denotes a school holiday, when students are not in school.
@	Denotes days within this attendance year that school is not in session.
\$	Denotes a staff development day and is NOT counted toward ADA.
%	Minimum day, which is counted as a school day. Note that this code is NOT a holiday!
+	Parent Conference and is not counted as a school holiday.
*	Denotes track vacation when track students are not in school.

Teachers – Elementary User Manual

September 10, 2007

Teacher information can be added and stored in the **TCH** table. This information will contain a teacher number, name, title, room, grades taught, maximum number of students, total assigned and number of seats left. The social security number and email address can also be entered.



The screenshot shows the 'Elementary Classes' window for the 2007-2008 school year at Golden Eagle Elementary School, dated 9/10/2007. The interface includes a header bar with the school name and date. Below this is a table for teacher information (Tch# 1, Aldrich) and a section for student data. The student data table lists 16 students with columns for Stu#, Last Name, First Name, Sex, Grd, Pgm, Trk, and Move. To the right of the student list is a section for moving students to another teacher, with options to move all students, students in a specific grade, or tagged students only. A photo of a teacher is displayed on the right. At the bottom, there are buttons for 'Backward', 'Get', 'Forward', 'Add', 'Change', 'Delete', 'Input', 'eXit', 'Print', and 'Staff'.

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
1	Aldrich				1	0		20	16	4	5	11

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0050	Avalos	Ashlee	F	0			
0064	Barbosa	James	F	0			
0075	Beveridge	Ashlie	F	0			
0148	Connole	Marco	M	0			
0166	Davis	Terrence	M	0			
0221	Foley	Jacqueline	F	0			
0247	Gongob	Vennessa	F	0			
0326	Johnson	Jacqueline	F	0			
0365	Leiva	Rachel	F	0			
0410	Martinez	Jaclyn	F	0			
0451	Money	Linda	F	0			
0481	Oliver	Francois	M	0			
0529	Przekop	Anthony	M	0			
0629	Skirvin	Krysta	F	0			
0675	Turner	Kenneth	M	0			

This form also allows you to assign students to teachers as well as move students from teacher to teacher.

When the new year database is created at the beginning of the school year, all students will be assigned to teacher '0'. To move students to a teacher a transfer will be performed from teacher '0' to the new teacher number.

Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
0	Unassigned					0		30	733	E+02	358	375

CBEDS NCLB Core ElecTag E-mail Address Staff ID Hily Qlfd Tch

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0001	Aadasian	Robert	M	6			
0002	Aadasian	Ruben	M	1	S		
0003	Aguilar	Jonathan	M	5			
0004	Aguilar	LaTonya	F	4			
0005	Aguilar	Stephanie	F	3			
0006	Aguinaga	Valeria	F	6			
0007	Alavez	Abel	M	4			
0008	Albarran	Shane	F	0			
0009	Albarran Jr	David	F	0			
0010	Albright	Derek	M	5			
0011	Albright	Jerod	M	2			
0012	Alcazar	Damien	M	4			
0013	Alfaro	Joshua	M	0			
0014	Allen	Alice	F	6			
0015	Allen	Sherry	F	3			

Record: 1 of 733

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

Photo File Adjust

Move students to another teacher
New Teacher: 0

1 Move All students to new teacher
2 Move students in grade only
3 Move the tagged students only

Note: Click on students to tag or untag them.

☐ Input with Dropdown List

Display By:
☒ Tch Name
☐ Tch Number

There are three functions available to transfer students to a new teacher.

An **Input** box is available that allows you to key in student numbers and transfer them to a teacher.

The **Input with Dropdown list** option can be selected to select students and transfer them to a teacher.

The **Teachers** form allows you to flag students with the mouse and move them to another teacher.

The **Teachers** form can be utilized to transfer all students currently assigned to a teacher, move students in a select grade or flag individual students to move to a different teacher.

Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
0	Unassigned					0		30	733	E+02	358	375

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0001	Aadasian	Robert	M	6			M
0002	Aadasian	Ruben	M	1	S		
0003	Aguilar	Jonathan	M	5			
0004	Aguilar	LaTonya	F	4			
0005	Aguilar	Stephanie	F	3			M
0006	Aguinaga	Valeria	F	6			
0007	Alavez	Abel	M	4			
0008	Albarran	Shane	F	0			
0009	Albarran Jr	David	F	0			
0010	Albright	Derek	M	5			
0011	Albright	Jerod	M	2			M
0012	Alcazar	Damien	M	4			
0013	Alfaro	Joshua	M	0			
0014	Allen	Alice	F	6			
0015	Allen	Sherry	F	3			

Record: 11 of 733

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

TO ADD A TEACHER

To add a new teacher to the database, click the mouse on the **Add** button at the bottom of the form

Record: 11 of 733

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

Type the teacher number, name, title, room and grades taught. Type a maximum number of students per teacher. The maximum number of students will automatically default to 30.

Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max Total	Left	Boys	Girls	
907	Williamson	Lori						30	733	+02	358	375

CBEDS NCLB Core ElecTag E-mail Address Staff ID Hily Olfd Tch

Stu# Last Name First Name Sex Grd Pgm Trk Move

Move students to another teacher
New Teacher: 0
1 Move All students to new teacher

Press **Enter**. The teacher will be added to the **TCH** table.

CHANGE TEACHER DATA

Use the **Locate** option to select a teacher and display the information on the form.

Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max Total	Left	Boys	Girls	
1	Aldrich				1	0		20	13	7	4	9

CBEDS NCLB Core ElecTag E-mail Address Staff ID Hily Olfd Tch

Stu# Last Name First Name Sex Grd Pgm Trk Move

0064	Barbosa	James	F	0			
0075	Beveridge	Ashlie	F	0			
0166	Davis	Terrence	M	0			
0221	Foley	Jacqueline	F	0			
0326	Johnson	Jacqueline	F	0			
0365	Leiva	Rachel	F	0			
0410	Martinez	Jaclyn	F	0			
0451	Money	Linda	F	0			
0481	Oliver	Francois	M	0			
0529	Przekop	Anthony	M	0			
0629	Skirvin	Krysta	F	0			
0675	Turner	Kenneth	M	0			
0726	Willoughby	Edith	F	0			

Record: 1 of 13

LOCATE UPDATE Show Inactives OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

Move students to another teacher
New Teacher: 0
1 Move All students to new teacher
2 Move students in grade only
3 Move the tagged students only
Note: Click on students to tag or untag them.

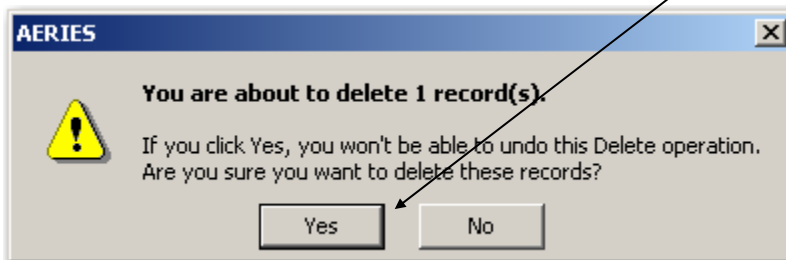
Input with Dropdown List
Display By:
Tch Name
Tch Number

Photo File 99001 Adjust

Click the mouse on the **Change** button. The cursor will display in the **Teacher Name** field. Press the **Tab** key to the field selected. Type the change into the field and press **Enter**.

DELETE A TEACHER

Use the **Locate** option to select a teacher and display the teacher on the form. Click the mouse on the **Delete** button. The following message will display. Click the mouse on the **Yes** button.

**NOTE:**

Prior to deleting a teacher all students must be reassigned to another teacher.

TEACHER ASSIGNMENT – INPUT OPTION

The **Input** option at the bottom of the form will display a text box that allows you to key in student numbers for teacher assignment.

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0002	Aadasian	Ruben	M	2	S		
0001	Abbott	Alexandria	F	4			
0003	Aguilar	Jonathan	M	6			
0004	Aguilar	LaTonya	F	5			
0005	Aguilar	Stephanie	F	4			
0007	Alavez	Abel	M	5			
0008	Albarran	Shane	F	0			
0009	Albarran Jr	David	F	0			
0010	Albright	Derek	M	6			
0011	Albright	Jerod	M	3			
0012	Alcazar	Damien	M	5			
0013	Alfaro	Joshua	M	1			
0015	Allen	Sherry	F	4			
0016	Almaguer	Dominique	F	6			
0018	Alvarez	Haggit	F	5			

Use the **Locate** option to select the 'new teacher' the students will be moving to and display on the form.

A text box will display. In the text box type the student numbers with spaces between them. Leading zeros are not required in the student numbers.

ENTER Student NUMBERS

Enter Student numbers to add to this teacher

64 75 166 221 326 365 410 451 481 529 629 675 726

OK Cancel

Click the mouse on the **OK** button. The students will be transferred to the teacher displayed on the **Teachers** form.

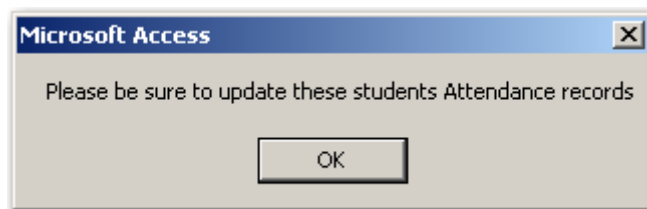
If the **Input with Dropdown List** option has been selected the following screen will be displayed. Select the students to be transferred. Click the mouse on the **OK** button. The students will be transferred to the teacher displayed on the **Teachers** form

Input List Select Students to Add

Student #	Student Name
64	Barbosa, James
75	Beveridge, Ashlie
166	Davis, Terrence
221	Foley, Jacqueline
326	Johnson, Jacqueline
365	Leiva, Rachel
410	Martinez, Jaclyn
451	Money, Linda
481	Oliver, Francois

OK Cancel

A warning message will display to be sure to update these students attendance records.

**NOTE:**

This option does NOT update the Attendance table. After the school year has started the attendance table **MUST** be updated.

**TEACHER
ASSIGNMENT –
MOVE OPTION**

The **Teachers** form can be utilized to select students and move them to a different teacher. Use the **Locate** option to select the teacher number that students will be **moving from** and display on the form.

Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
0	Unassigned					0		30	733	E+02	358	375

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0001	Aadasian	Robert	M	6			
0002	Aadasian	Ruben	M	1	S		
0003	Aguilar	Jonathan	M	5			
0004	Aguilar	LaTonya	F	4			
0005	Aguilar	Stephanie	F	3			
0006	Aguinaga	Valeria	F	6			
0007	Alavez	Abel	M	4			
0008	Albarran	Shane	F	0			
0009	Albarran Jr	David	F	0			
0010	Albright	Derek	M	5			
0011	Albright	Jerod	M	2			
0012	Alcazar	Damien	M	4			
0013	Alfaro	Joshua	M	0			
0014	Allen	Alice	F	6			
0015	Allen	Sherry	F	3			

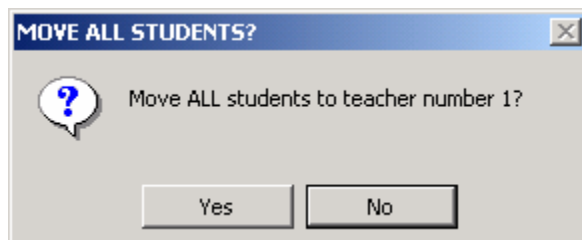
Record: 1 of 733

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

TO MOVE ALL STUDENTS

To move **ALL** students assigned to a teacher, select the new teacher number that students will be moving to. Type the teacher number in the **New Teacher** field. Click the mouse on **button 1** and the following message will display.



Verify that the correct teacher has been selected and click the mouse on the **Yes** button.

TO MOVE STUDENTS IN A SELECT GRADE

To move students that are in a particular grade level, enter the New Teacher number that the students will move to in the **New Teacher** field. Type the grade level in the box to the right of **button 2**.

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
0	Unassigned					0		30	733	+02	358	375

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0001	Aadasian	Robert	M	6			M
0002	Aadasian	Ruben	M	1		S	
0003	Aguilar	Jonathan	M	5			
0004	Aguilar	LaTonya	F	4			
0005	Aguilar	Stephanie	F	3			M
0006	Aguinaga	Valeria	F	6			
0007	Alavez	Abel	M	4			
0008	Alhazan	Shane	F	0			M

Move students to another teacher

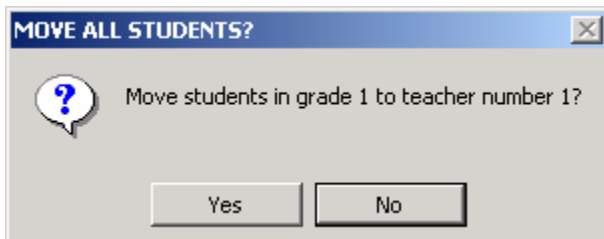
New Teacher:

1 Move All students to new teacher

2 Move students in grade only

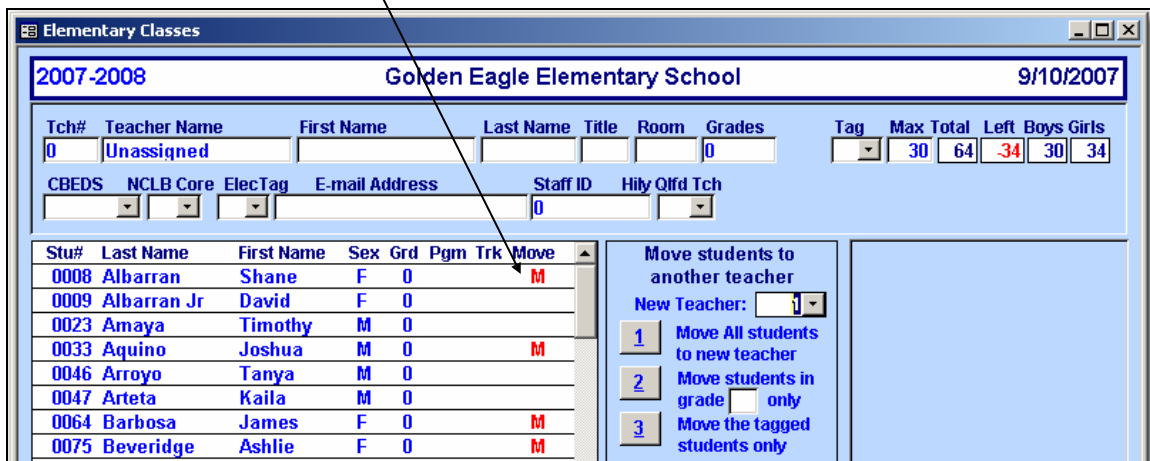
3 Move the tagged students only

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 **Yes** button. The students selected will now be moved to the new teacher number.



TO MOVE INDIVIDUAL STUDENTS

To move select students, click the mouse on the student's last name. A red '**M**' will display under the **Move** field.



Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
0	Unassigned					0		30	64	34	30	34

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0008	Albarran	Shane	F	0			M
0009	Albarran Jr	David	F	0			
0023	Amaya	Timothy	M	0			
0033	Aquino	Joshua	M	0			M
0046	Arroyo	Tanya	M	0			
0047	Arteta	Kaila	M	0			
0064	Barbosa	James	F	0			M
0075	Beveridge	Ashlie	F	0			M

Move students to another teacher

New Teacher:

1 Move All students to new teacher

2 Move students in grade only

3 Move the tagged students only

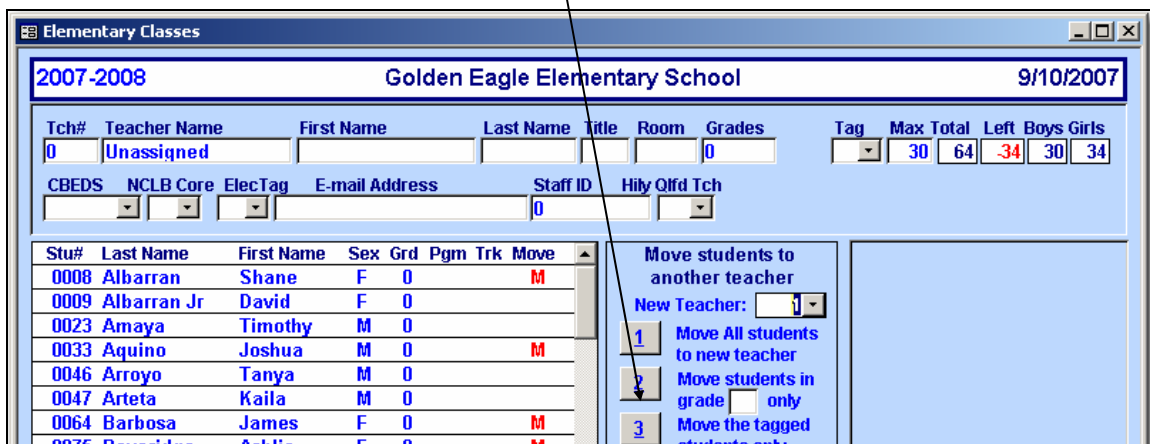
Enter the new teacher number that the students will be moving to in the **New Teacher** field.



NOTE:

If the incorrect student has been selected click the mouse on the student's name to de-select the student. The '**M**' will no longer display.

Click the mouse on **button 3** to move the tagged students only.



Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
0	Unassigned					0		30	64	34	30	34

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0008	Albarran	Shane	F	0			M
0009	Albarran Jr	David	F	0			
0023	Amaya	Timothy	M	0			
0033	Aquino	Joshua	M	0			M
0046	Arroyo	Tanya	M	0			
0047	Arteta	Kaila	M	0			
0064	Barbosa	James	F	0			M
0075	Beveridge	Ashlie	F	0			M

Move students to another teacher

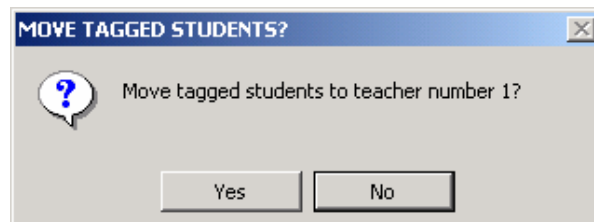
New Teacher:

1 Move All students to new teacher

2 Move students in grade only

3 Move the tagged students only

The following message will display. If all students have been selected correctly, click the mouse on the **Yes** button. The students will now be moved to the new teacher number.



CHANGE TEACHER DISPLAY

The **Teachers** form will automatically default to display by Teacher name. When you click the mouse on the **Forward** button, the teachers will display alphabetically.

Elementary Classes

2007-2008 Golden Eagle Elementary School 9/10/2007

Tch#	Teacher Name	First Name	Last Name	Title	Room	Grades	Tag	Max	Total	Left	Boys	Girls
1	Aldrich				1	0		20	16	4	5	11

Stu#	Last Name	First Name	Sex	Grd	Pgm	Trk	Move
0050	Avalos	Ashlee	F	0			
0064	Barbosa	James	F	0			
0075	Beveridge	Ashlie	F	0			
0148	Connole	Marco	M	0			
0166	Davis	Terrence	M	0			
0221	Foley	Jacqueline	F	0			
0247	Gongob	Vennessa	F	0			
0326	Johnson	Jacqueline	F	0			
0365	Leiva	Rachel	F	0			
0410	Martinez	Jaclyn	F	0			
0451	Money	Linda	F	0			
0481	Oliver	Francois	M	0			
0529	Przekop	Anthony	M	0			
0629	Skirvin	Krysta	F	0			
0675	Turner	Kenneth	M	0			

Record: 1 of 16

LOCATE UPDATE Show Inactives ☒ OTHER

Backward Get Forward Add Change Delete Input eXit Print Staff

Move students to another teacher
New Teacher: 0

1 Move All students to new teacher
2 Move students in grade only
3 Move the tagged students only
Note: Click on students to tag or untag them.

Input with Dropdown List
Display By:
☒ Tch Name
☐ Tch Number

Photo File 99001 Adjust

Click the mouse on the **Display by Tchr Number** button to display in teacher number order. The **Teachers** will now display numerically when you click the mouse on the **Forward** button.

**PRINT
TEACHER
DISPLAY**

To print a report of the **Teacher** displayed and all students currently assigned to the teacher, click the mouse on the **Print** button. The following is an example of the printed report and will include all students assigned to this teacher.

Golden Eagle Elementary School						
2007-2008						
Class List by Teacher						
9/10/2007						
Page 1						
Teacher# 0001	Teacher Name: Aldrich			Room# 1	Grades 0	
STU#	Last Name	First Name	Middle Name	Sex	Grade	Prog
000064	Barbosa	James	Cristina	F	K	
000075	Beveridge	Ashlie	Taylor	F	K	
000166	Davis	Terrence	James	M	K	
000221	Foley	Jacqueline	LeAntane	F	K	
000326	Johnson	Jacqueline	DenJanae	F	K	
000365	Leiva	Rachel	Karla	F	K	
000410	Martinez	Jacklyn	Joann	F	K	
000451	Money	Linda	Alexandra	F	K	
000481	Oliver	Francois	Jordan	M	K	
000529	Przekop	Anthony	Aaron	M	K	
000629	Skirvin	Krysta	Katie	F	K	
000675	Turner	Kenneth	Michael	M	K	
000726	Willoughby	Edith	Kailey	F	K	
4 Total Boys		9 Total Girls		13 Total Students		



Student Data – Elementary User Manual

October 5, 2007

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 individual school sites or to allow a District to transfer students between school sites.

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.

Students
2007-2008 Golden Eagle Elementary School 10/5/2007

Basic Student Data Other Student Data

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1994	13

Parent/guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver

M/M A Aadasian (777) 555-0214 09/02/2005

Mailing Address City State Zipcode/Extn GridCd Interdist Transfer / District

5514 Sunburst Dr Eagle Rock CA 99999 0029B

Residence Address City State Zipcode/Extn Schl Enter Dt Dist Enter Dt Leave Date Tag

07/23/2003

Teacher Number/Name Room LastSchl NextSchl NextGrd NextTch

0 0 0 7 0

CorrLng Hm Lng LangFlu Prog AttPgm1 AttPgm2 EthCd SchedGrp Rcd Rel ParEd

00 00 700 Multi

User1 User2 User3 User4 User5 User6 User7 User8 User9 User10 Msg Family# S/M D/M

1 16 0 0

Check Status Show Inactives

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Quick Con

8 Tests 9 Fees 10 Assessmnt 11 Counseling 12 SpecEd 13 Lang 14 Interventions 15 Programs

I GATE Q DST Info 000003 Show Adj

LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

At the bottom of the form additional “**buttons**” display. These buttons can be utilized to access various forms with student information. This information can be updated or displayed without leaving the **Student Data** form.

From within each of these forms, indicators can be set that will highlight the button in **red**. This indicates to the user that there is crucial information on file for this student.

TO DISPLAY STUDENT DATA

Use the **Locate** option to select a student and display on the form.

Click the mouse on the **Get** button. A small window will display.
Type the student number in the **Student#** field or type the last name
of the student in the text box.

By entering a student's last name, or any part of the name, the first student containing these letters will display. When the student selected displays, click the mouse on the **OK** button.

An alphabetical listing is also available. Click the mouse on the arrow to the right of the text box and a listing will display.



NOTE:

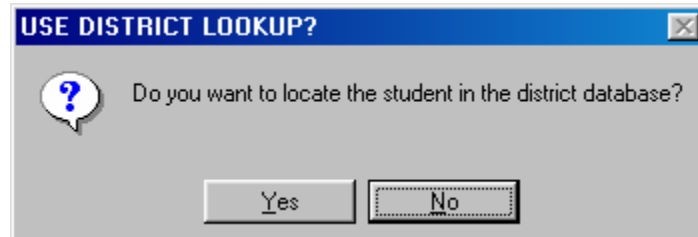
When performing a **Get** leading zeros are not required when using the student number.

DISTRICT DATABASE

When using a **District Database** and adding a student, verify that the student is not already enrolled at another school site. The **District Student Locator** will be used to locate, add or transfer a student.

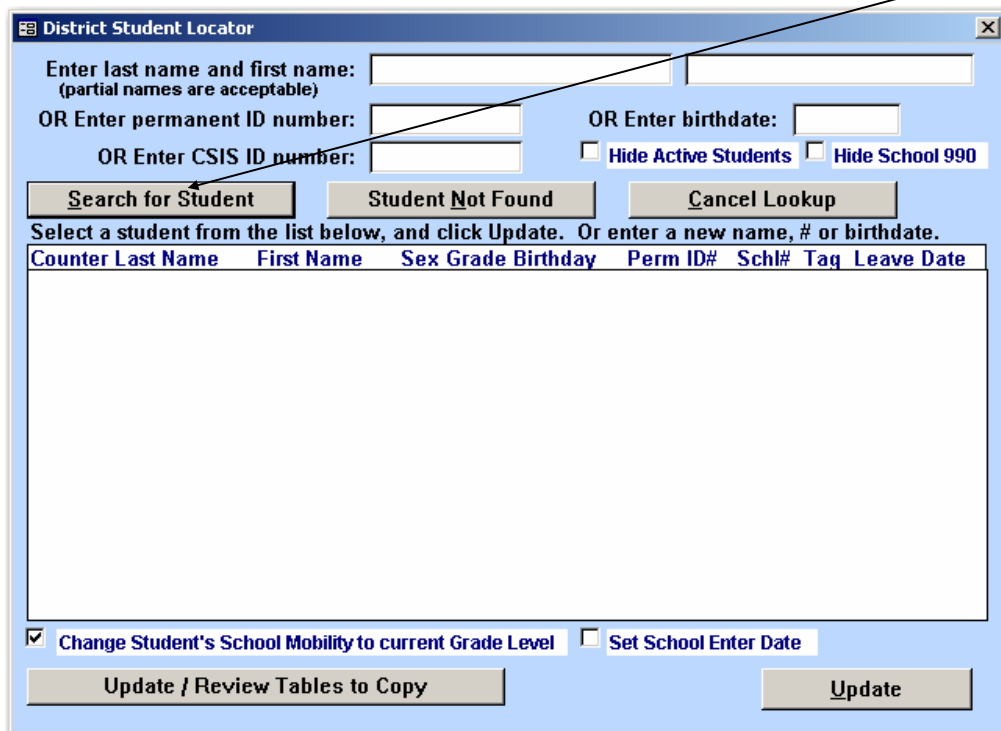
ADD A NEW STUDENT

Click the mouse on the **Add** button. The following message will display. Click the mouse on the **Yes** button.



A dialog box titled "USE DISTRICT LOOKUP?" with a question mark icon. The text inside asks, "Do you want to locate the student in the district database?". At the bottom, there are two buttons: "Yes" and "No".

A form will display to locate a student by typing in a student's name, permanent ID, CSIS ID or birthdate. Enter the information selected into the field and click the mouse on the **Search for Student** button.



The "District Student Locator" form contains the following elements:

- Input fields for "Enter last name and first name: (partial names are acceptable)", "OR Enter permanent ID number:", "OR Enter CSIS ID number:", and "OR Enter birthdate:".
- Checkboxes for "Hide Active Students" and "Hide School 990".
- Buttons: "Search for Student", "Student Not Found", and "Cancel Lookup".
- Instructions: "Select a student from the list below, and click Update. Or enter a new name, # or birthdate."
- Table headers: Counter, Last Name, First Name, Sex, Grade, Birthday, Perm ID#, Schl#, Tag, Leave Date.
- Table body: A large empty rectangular area for the student list.
- Checkboxes at the bottom: "Change Student's School Mobility to current Grade Level" (checked) and "Set School Enter Date".
- Buttons at the bottom: "Update / Review Tables to Copy" and "Update".



NOTE:

A District wide database is required in order to use the District Student Locator.

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.

District Student Locator

Enter last name and first name: (partial names are acceptable)

OR Enter permanent ID number: OR Enter birthdate:

OR Enter CSIS ID number: ☐ Hide Active Students ☐ Hide School 990

Select a student from the list below, and click Update. Or enter a new name, # or birthdate.

Counter	Last Name	First Name	Sex	Grade	Birthday	Perm ID#	Schl#	Tag	Leave Date
1	Abbott	Allan	M	12	11/11/1987	1590522772	994		
2	Abbott	Allan	M	11	2/5/1989	1129272729	995	Y	2/7/2003

☒ Change Student's School Mobility to current Grade Level ☐ Set School Enter Date

Verify that the student has been tagged **inactive** from the school displayed.



NOTE:

If the student is not tagged inactive **Aeries™** will not allow the transfer of the student.

Select the student by clicking on the student's name **once** and the student information will be **hi-lighted**. Verify the student selected.

District Student Locator

Enter last name and first name: (partial names are acceptable)

OR Enter permanent ID number: OR Enter birthdate:

OR Enter CSIS ID number: ☐ Hide Active Students ☐ Hide School 990

Select a student from the list below, and click Update. Or enter a new name, # or birthdate.

Counter	Last Name	First Name	Sex	Grade	Birthday	Perm ID#	Schl#	Tag	Leave Date
1	Abbott	Allan	M	12	11/11/1987	1590522772	994		
2	Abbott	Allan	M	11	2/5/1989	1129272729	995	Y	2/7/2003

Update Review Tables to Copy can be selected at the bottom of the form to display the student data to be copied to the school database. To select data click the mouse on the table and click the mouse on the **arrow**.

The table will display on the **Tables Transferred** column. After all data has been selected, click the mouse on **Exit**.



NOTE:

If the school administrator has locked the tables a red message will display above the tables and you cannot change them.

Click the mouse on the **Update** button. A message will display to add the student. Verify this is the correct student selected. Click the mouse on the **Yes** button.

The student's information will now display on the **Student Data** form. The **Stu#** will automatically be assigned. Type any changes and press **Enter**. The student will be added to the student database.

Students
2007-2008 **Golden Eagle Elementary School** **10/5/2007**

Basic Student Data | Other Student Data

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age	
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1994	13	
Parent/guardian		Area/Telephone	Fathers Work	Ext	Mothers Work	Ext	Name/Addr Ver		
M/M A Aadasian		(777) 555-0214					09/02/2005		
Mailing Address		City	State	Zipcode/Ext	GridCd	Interdist Transfer / District			
5514 Sunburst Dr		Eagle Rock	CA	99999	0029B				
Residence Address		City	State	Zipcode/Ext	Schl Enter Dt	Dist Enter Dt	Leave Date	Tag	
					07/23/2003				
Teacher Number/Name		Room	LastSchl	NextSchl	NextGrd	NextTch			
0			0	0	7	0			
CorrLng	Hm Lng	LangFlu	Prog	AttPgm1	AttPgm2	EthCd	SchedGrp	Rcd Rel ParEd	
00	00					700	Multi		
User1	User2	User3	User4	User5	User6	User7	User8	User9	
	1								
User10		Msg	Family#	S/M	D/M				
			16	0	0				
Student has no ATT enrollment and/or no summer withdrawal									
Check Status				Show Inactives					
1 Attendance				2 Supplemental		3 Medical		4 Discipline	
5 Siblings				6 Contacts		V Quick Con			
7 Tests				8 Fees		9 Assessmnt		0 Counseling	
E SpecEd				H Lang		I Interventions		S Programs	
I GATE				Q DST Info		000003		Show Adj	
LOCATE			UPDATE			OTHER			
Backward	Get	Forward	Add	Change	Delete	UpdATT	Print	eXit	Reports

Student has no ATT enrollment and/or no summer withdrawal will display in the middle of the form. 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.

STUDENT NOT FOUND

If the **District** database has been searched and the student cannot be located, the student can now be manually added to the student database. Click the mouse on the **Student Not Found** button.

District Student Locator

Enter last name and first name:

OR Enter permanent ID number: OR Enter birthdate:

Select a student from the list below, and click Update. Or enter a new name, # or birthdate.

Counter	Last Name	First Name	Sex	Grade	Birthday	Perm ID#	Schl#	Tag	Leave Date

The **Student Data** form will display. Type the student's information in the **Student Data** form. The **Stu#** and **Perm ID#** will automatically be assigned. Press **Enter**. The student will be added to the **STU** table.

Students

2007-2008 Golden Eagle Elementary School 10/5/2007

Basic Student Data Other Student Data

Stu# Last Name First Name Middle Name Perm ID No. Sex Grade Birthdate Age

000739 000000000 M 0 0

Parent/guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver

Mailing Address City State Zipcode/Extn GridCd Interdist Transfer / District

Eagle Point CA 95990

Residence Address City State Zipcode/Extn Schl Enter Dt Dist Enter Dt Leave Date Tag

10/05/2007 10/05/2007

Teacher Number/Name Room LastSchl NextSchl NextGrd NextTch

0 0 0 1 0

CorrLng Hm Lng LangFlu Prog AttPgm1 AttPgm2 EthCd SchedGrp Rcd Rel ParEd

Multi

User1 User2 User3 User4 User5 User6 User7 User8 User9 User10 Msg Family# S/M D/M

566 0 0

Student has no ATT enrollment and/or no summer withdrawal Check Status Show Inactives

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts V Quick Con

7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Lang I Interventions S Programs

I GATE Q DST Info Show Adj

LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

Student has no ATT enrollment and/or no summer withdrawal will display in the middle of the form. The student must be enrolled into attendance the first day the student will begin class.



NOTE:

New students **DO NOT** get added to the attendance automatically.

NO DISTRICT DATABASE

If there is no **District** database the **District Student Locator** form will not display.

TO ADD A NEW STUDENT

To add a new student, click the mouse on the **Add** button. The **Student Data** form will display.

Type the student's information in the **Student Data** form. The **Stu#** and **Perm ID#** will automatically be assigned. Press **Enter**. The student will be added to the database.

Student has no ATT enrollment and/or no summer withdrawal will display in the middle of the form. The student must be enrolled into attendance the first day the student will begin class.



NOTE:

New students **DO NOT** get added to the attendance automatically.

TO ENROLL A NEW STUDENT IN ATTENDANCE

After a student has been added to the **STU** table they must be added to the **ATT** table. Click the mouse on the **UpdATT** button.

Students

2007-2008 Golden Eagle Elementary School 10/5/2007

Basic Student Data Other Student Data

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1994	13

Parent/guardian: M/M A Aadasian Area/Telephone: (777) 555-0214

Mailing Address: 5514 Sunburst Dr Eagle Rock CA 99999 GridCd: 0029B

Residence Address: City: State: Zipcode/Extn: 07/23/2003

Teacher Number/Name: Room: LastSchl: NextSchl: NextGrd: NextTch: 0 0 7 0

CorrLng: Hm Lng: LangFlu: Prog: AttPgm1: AttPgm2: EthCd: SchedGrp: Rcd: Rel: ParEd: 00 00 700 Multi

User1 User2 User3 User4 User5 User6 User7 User8 User9 User10: 1

Msg: Family#: S/M D/M: 16 0 0

Student has no ATT enrollment and/or no summer withdrawal

Check Status: ☒ Show Inactives: ☒

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Lang I Interventions S Programs

I GATE Q DST Info 000003 ☒ Show ☐ Adj

LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

The following form will display. Verify the information is correct for the student displayed.

Attendance Enrollment Form

Check enter date, grade, program, track and teacher.

Click OK to add attendance record, or Cancel to exit without adding a record.

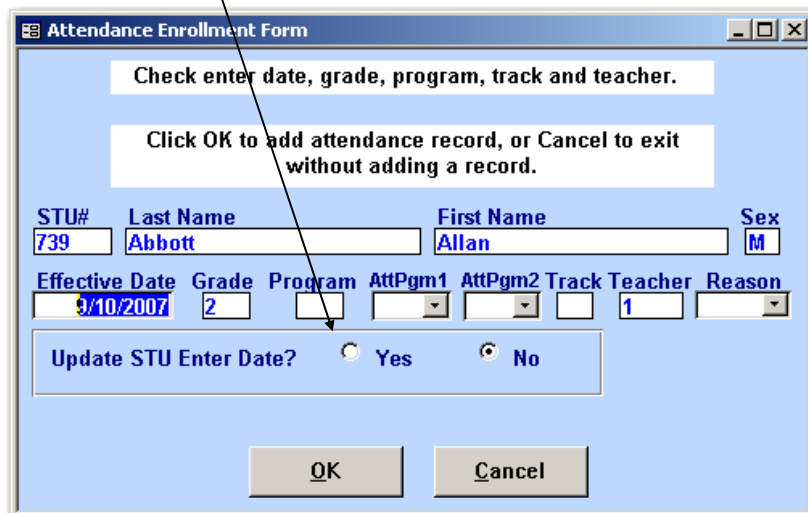
STU# 1 Last Name Aadasian First Name Robert Sex M

Effective Date 10/05/2007 Grade 6 Program AttPgm1 AttPgm2 Track Teacher Reason

Update STU Enter Date? ☒ Yes ☐ No

OK Cancel

The effective date is the only field that can be changed from this form. If the date is changed and needs to be updated in the **STU** table, click the mouse on **Yes** to update the **Enter Date** field on the **STU** form.

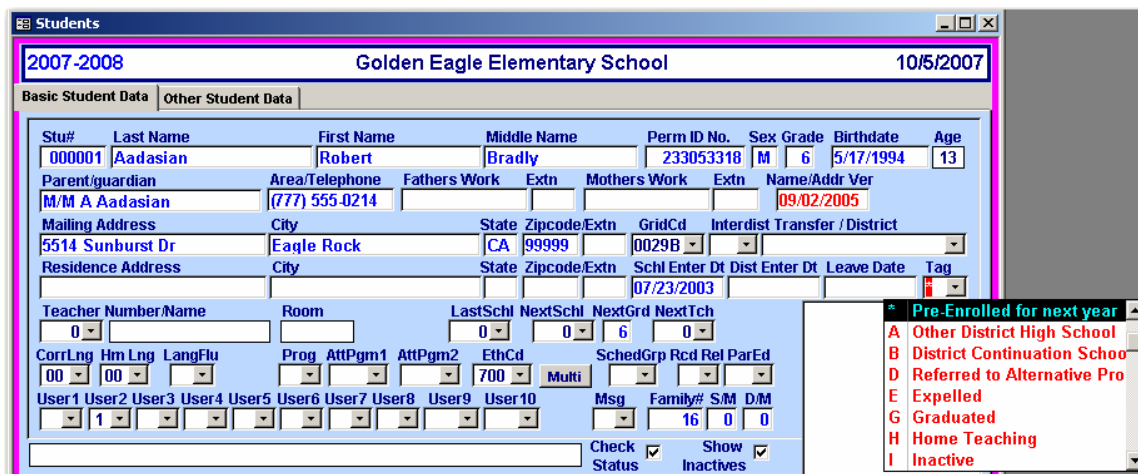


The screenshot shows the 'Attendance Enrollment Form' window. It contains instructions at the top: 'Check enter date, grade, program, track and teacher.' and 'Click OK to add attendance record, or Cancel to exit without adding a record.' Below these are input fields for 'STU#' (739), 'Last Name' (Abbott), 'First Name' (Allan), and 'Sex' (M). There are also fields for 'Effective Date' (9/10/2007), 'Grade' (2), 'Program', 'AttPgm1', 'AttPgm2', 'Track' (1), and 'Reason'. At the bottom, there is a section 'Update STU Enter Date?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. 'OK' and 'Cancel' buttons are at the very bottom.

All other changes that need to be performed must be changed on the **Student Data** form. If all information is correct, click the mouse on the **OK** button. The message will display that the student has been enrolled in the **ATT** table successfully. Click the mouse on the **OK** button.

ADD A PRE-ENROLLED STUDENT

If a new student will be attending the school next year they can be pre-enrolled into the current school year. When the new database is created for the next school year the pre-enrolled student will be activated in the database. To pre-enroll a new student, click the mouse on the **Add** button. Type the student information.



The screenshot shows the 'Students' form for the 2007-2008 school year at Golden Eagle Elementary School, dated 10/5/2007. It has tabs for 'Basic Student Data' and 'Other Student Data'. The 'Basic Student Data' tab is active, showing fields for 'Stu#' (000001), 'Last Name' (Aadasian), 'First Name' (Robert), 'Middle Name' (Bradly), 'Perm ID No.' (233053318), 'Sex' (M), 'Grade' (6), 'Birthdate' (5/17/1994), and 'Age' (13). There are also fields for 'Parent/guardian', 'Area/Telephone', 'Fathers Work', 'Extn', 'Mothers Work', 'Extn', 'Name/Addr Ver', 'Mailing Address', 'City', 'State', 'Zipcode/Extn', 'GridCd', 'Interdist Transfer / District', 'Residence Address', 'City', 'State', 'Zipcode/Extn', 'Schl Enter Dt', 'Dist Enter Dt', 'Leave Date', and 'Tag'. At the bottom, there are fields for 'Teacher Number/Name', 'Room', 'LastSchl', 'NextSchl', 'NextGrd', 'NextTch', 'CorrLng', 'Hm Lng', 'LangFlu', 'Prog', 'AttPgm1', 'AttPgm2', 'EthCd', 'SchedGrp', 'Rcd', 'Rel', 'ParEd', 'User1' through 'User10', 'Msg', 'Family#', 'S/M', 'D/M', 'Check Status', and 'Show Inactives'. A dropdown menu on the right side is open, showing options: 'Pre-Enrolled for next year', 'A Other District High School', 'B District Continuation School', 'D Referred to Alternative Pro', 'E Expelled', 'G Graduated', 'H Home Teaching', and 'I Inactive'.

The **N/Grd** field **MUST** contain the same grade as the **Grade** field. Type the grade into the **N/Grd** field and type an * into the **Tag** field. Press **Enter**. The student is now entered into the database as pre-enrolled and is **inactive** in the current year's file. When the new year database is created the student will “roll-over” into the new year file with the same grade level entered.

**NOTE:**

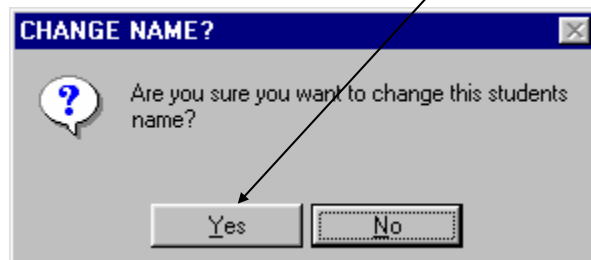
DO NOT add pre-enrolled students into the attendance table.

TO CHANGE STUDENT DATA

Use the **Locate** options to display the student selected on the form. Click the mouse on the **Change** button. The cursor will automatically display in the **Sex** field. Press the **Tab** key to the field to be changed. To access fields before the **Sex** field press the **Shift Tab**. Type the change in the field selected and press **Enter**.

The screenshot displays the Aeries Student Information System interface for Golden Eagle Elementary School, dated 10/5/2007. The window is titled "Students" and shows the "Basic Student Data" tab. The student record is for Stu# 000001, Last Name Aadasian, First Name Robert, Middle Name Bradley, Perm ID No. 233053318, Sex M, Grade 6, Birthdate 5/17/1994, and Age 13. The Parent/guardian is M/M A Aadasian, Area/Telephone (777) 555-0214, and the Name/Addr Ver is 09/02/2005. The Mailing Address is 5514 Sunburst Dr, Eagle Rock, CA 99999, GridCd 0029B, and Interdist Transfer / District is selected. The Residence Address is also 5514 Sunburst Dr, Eagle Rock, CA 99999, GridCd 0029B, and Interdist Transfer / District is selected. The Teacher Number/Name is 0, Room is 0, LastSchl is 0, NextSchl is 0, NextGrd is 7, and NextTch is 0. The CorrLng is 00, Hm Lng is 00, and LangFlu is selected. The Prog is 00, AttPgm1 is 00, AttPgm2 is 00, and EthCd is 700. The SchedGrp is Multi, Rcd is 0, Rel is 0, and ParEd is 0. The User1 through User10 fields are 1, 0, 0, 0, 0, 0, 0, 0, 0, 0. The Msg is 16, Family# is 0, S/M is 0, and D/M is 0. The Check Status checkbox is checked, and the Show Inactives checkbox is checked. The bottom of the window has buttons for LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete, UpdATT), and OTHER (Print, eXit, Reports).

If changes are made to the student's number, last name, first name, middle name, permanent ID or sex a message will display verifying that the change is correct. Click the **Yes** button to continue.

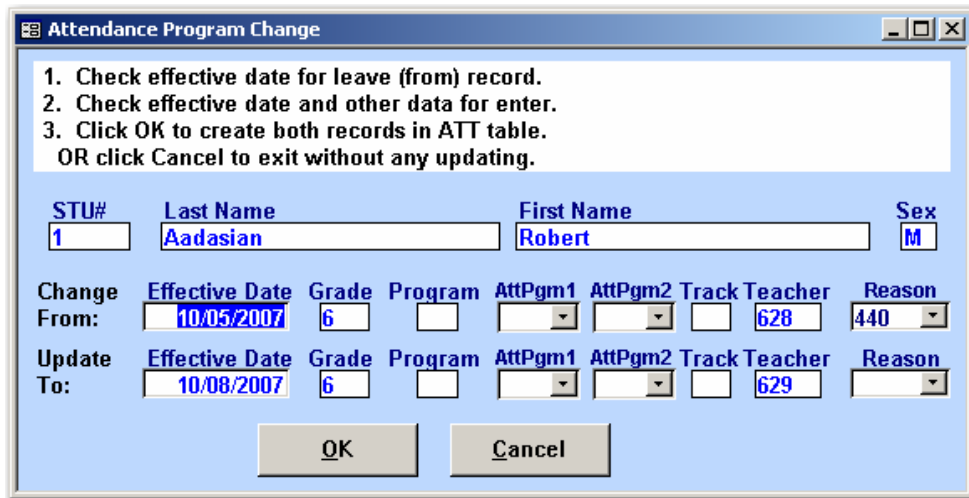


NOTE:

To remove a change, click the mouse on the No button and press the Esc key. The field will reverse back to original data.

If information is changed that affects the attendance it must be updated in the **ATT** table. A message will display indicating the table **must** be updated.

To update the **ATT** table, click the mouse on the **UpdATT** function.
The following form will display.



Attendance Program Change

1. Check effective date for leave (from) record.
2. Check effective date and other data for enter.
3. Click OK to create both records in ATT table.
OR click Cancel to exit without any updating.

STU#	Last Name	First Name	Sex
1	Aadasian	Robert	M

Change From:	Effective Date	Grade	Program	AttPgm1	AttPgm2	Track	Teacher	Reason
	10/05/2007	6					628	440

Update To:	Effective Date	Grade	Program	AttPgm1	AttPgm2	Track	Teacher	Reason
	10/08/2007	6					629	

OK Cancel

The **Change From Effective Date** will be the current date but can be changed to another date. The **Update To Effective Date** will be the next school day but can be changed to another date.

The grade, program and track are taken from the current student data and can only be changed in **Student Data**. Click the mouse on the **OK** button and two entries will be made in the **ATT** table.

When complete a message will display. Click the mouse on the **OK** button. All changes to student information that affects the **ATT** table should be verified in the Attendance data.

**INACTIVATE OR
WITHDRAW A
STUDENT**

Use the **Locate** options to display the student to be inactivated on the form. Click the mouse on the down arrow key to the right of the **Tag** field. Click the mouse on the code selected. Press **Enter**.

Students
2007-2008 Golden Eagle Elementary School 10/5/2007

Basic Student Data Other Student Data

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1994	13
Parent/guardian		Area/Telephone	Fathers Work	Extn	Mothers Work	Extn	Name/Addr Ver	
M/M A Aadasian		(777) 555-0214					09/02/2005	
Mailing Address		City	State	Zipcode/Extn	GridCd	Interdist Transfer / District		
5514 Sunburst Dr		Eagle Rock	CA	99999	0029B			
Residence Address		City	State	Zipcode/Extn	Schl Enter Dt	Dist Enter Dt	Leave Date	Tag
					07/23/2003			
Teacher Number/Name		Room	LastSchl	NextSchl	NextGrd	NextTch		
629 Hammer		29	0	0	6	0		
CorrLng	Hm Lng	LangFlu	Prog	AttPgm1	AttPgm2	EthCd	SchedGrp	Rcd Rel ParEd
00	00					700	Multi	
User1	User2	User3	User4	User5	User6	User7	User8	User9
	1							
User10		Msg	Family#	S/M	D/M			
			16	0	0			
Inactive student still enrolled in attendance								
Check Status				Show Inactives				
1 Attendance				2 Supplemental				
3 Medical				4 Discipline				
5 Siblings				6 Contacts				
7 Tests				8 Fees				
9 Assessmnt				0 Counseling				
E SpecEd				H Lang				
I Interventions				S Programs				
I GATE				Q DST Info				
000003				Show Adj				
LOCATE			UPDATE			OTHER		
Backward	Get	Forward	Add	Change	Delete	UpdATT	Print	eXit
						Reports		

Inactive student still enrolled in attendance will display in the middle of the form. To update the attendance record, click the mouse on the **UpdATT** button. The **Attendance Leave** form will display.

Attendance Leave Form

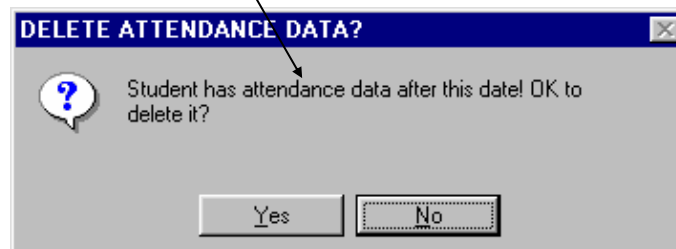
Check effective date for leave record. Then click OK to create it. Or click Cancel to exit without creating it.

STU#	Last Name	First Name	Sex
1	Aadasian	Robert	M
Effective Date	Grd	Prog	AttPgm1
10/05/2007	6		
AttPgm2	TrackTeacher	Reason	NxtSchl
	629	160	
Update STU Leave Date? <input checked="" type="radio"/> Yes <input type="radio"/> No			
OK		Cancel	

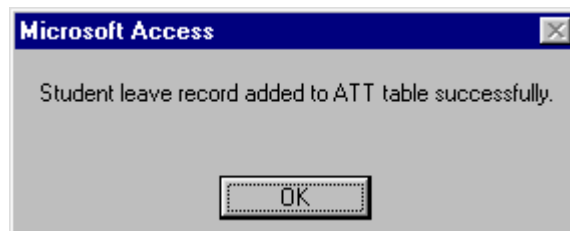
The **Effective Date** will be the current date. To change the effective date, type the new date into the **Effective Date** field.

The grade, program, track and teacher data is the same as the student's last record entry.

Click **OK** to create a '**leave record**' for this student in the **ATT** table. If the student has attendance data after the effective date the following error 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 following message will display. Click the mouse on the **OK** button.

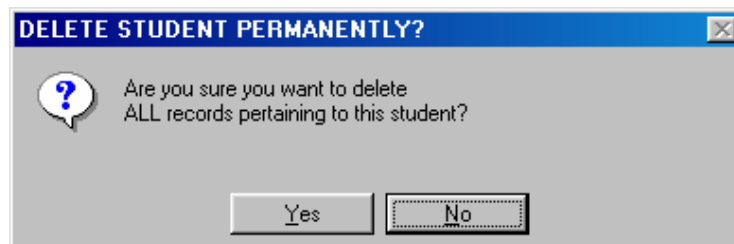


NOTE:

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

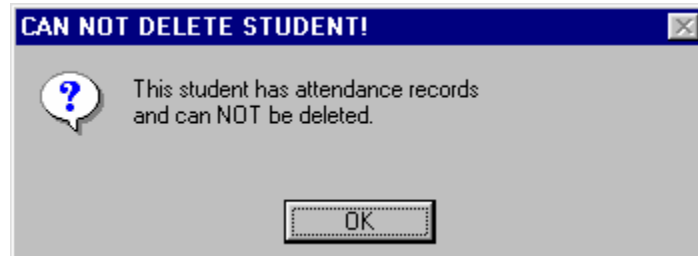
TO DELETE A STUDENT

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 **Locate** options to display the student and click the mouse on the **Delete** button. The following message will display.



Click the mouse on the **Yes** button. This record will be permanently be removed from the student database.

A student cannot be deleted if enrolled in Attendance. After the **Delete** button has been clicked the following message will display.



NOTE:

If a delete **CANNOT** be performed the student must be **Withdrawn**.

TO PRINT STUDENT DATA

To print a copy of the student data, click the mouse on the **Print** button. The following printout will be generated.

Golden Eagle Elementary School															
2007-2008		Student Data Printout				9/10/2007									
	Student#	Last Name	First Name	Middle Name											
	000739	Abbott	Allan												
	ID Number	CSIS ID Number	Sex	Grade	Birthdate										
	125634418		M	2	2/11/2000										
	Parent/guardian														
	M/M A Abbott														
	Street Address		City		State	Zip	GridCd								
	7568 Main St		Eagle Rock		CA	99999									
	Home Phone		Fathers work		Extn	Mothers work		Extn							
	777-555-9327					777-555-9327									
Birth City		Birth State / Country		Parent ED	School Mobil.		Dist. Mobil.								
Moreno Valley		CA US		2	2		0								
Competency Tests		Teacher Number and Name		Room	E/C		Prog								
		002 Alvarado		2	500										
LEP HLng		CorrLng		LastSch	NextSch	U1	U2	U3	U4	U5	U6	U7	U8	U9	U10
		00 0		0		Y				N					
Track				Enter Dt. Dst. Enter Dt. Status Leave Dt.											
				9/10/2007 6/8/2007 I 9/12/2007											

STUDENT REPORTS

This button will display a menu containing all the various student reports available for printing from the student database.

For more information see the **Student Reports** documentation.

ADDITIONAL STUDENT DATA

At the bottom of the form additional “**buttons**” display. These buttons allow you to access various student information to update or display without leaving the **Student Data** form.

Within each of these forms, indicators can be set that will highlight the button in **red**. These buttons indicate to the user that there is crucial information on file for this student. To access this data, click the mouse on the button selected. The information will display for the student currently displayed on the **Student Data** form.

Other Student Data The **Other Student Data** tab is other data located in the **STU** Table and can be accessed from the **Supplemental III** tab.

The screenshot shows the 'Students' window with the 'Other Student Data' tab selected. The window title is 'Students'. The header bar shows '2007-2008', 'Golden Eagle Elementary School', and '10/5/2007'. The main area contains the following fields:

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1994	13

Below the table are several other fields:

- Last Name Alias:
- First Name Alias:
- Middle Name Alias:
- CSIS Student ID:
- Social Security:
- Competency Tests: ☐ B ☐ B
- Counted in CBEDS: ☐
- Birth City: State: Country:
- Hm Lng "Other" text: BD Verification / Text: CSIS Home School:
- Summer Withdrawal Rsn: Leave Date: End of Year Status: Graduation Status: Date Graduated:
- (DropOut):

At the bottom, there are three groups of buttons: LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete, UpdATT), and OTHER (Print, eXit, Reports).

**DAILY
ATTENDANCE**

The **Daily Attendance** is a form that is used to display or update a student's attendance record. **For procedures see the Attendance Cycle documentation.**

Daily Attendance 9/10/2007

2007-2008 **Golden Eagle Elementary School**

Stu#	Last Name	First Name	M1	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs	Ltr	Date	Tdy	Ltr	Date	Status
1	Aadasian	Robert	B	233053318	M	6					0			0			

Daily Absences

Date	Abs code/meaning
Tue 08/28/2007	X EXCUSED
Mon 08/20/2007	T TARDY

Record: 1 of 1

Enters / Leaves / Program Changes

Date	Ent/Lv	Grd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2
8/20/2007	E	6			629	Hammer				

Record: 1 of 1

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8/20	T TARDY	8/21		8/22		8/23		8/24	
8/27		8/28	X EXCUSED	8/29		8/30		8/31	
9/03	# HOLIDAY	9/04		9/05		9/06		9/07	
9/10		9/11		9/12		9/13		9/14	
9/17		9/18		9/19		9/20		9/21	
9/24		9/25		9/26		9/27		9/28	
10/01		10/02		10/03		10/04		10/05	
10/08	# HOLIDAY	10/09	# HOLIDAY	10/10	# HOLIDAY	10/11	# HOLIDAY	10/12	# HOLIDAY
10/15		10/16		10/17		10/18		10/19	
10/22		10/23		10/24		10/25		10/26	
10/29		10/30		10/31		11/01		11/02	

Total Absences

CD	Description	All
T	TARDY	1
X	EXCUSED	1
TOTALS		
-	EXCUSED	1
#	UNEXCUSED	

Days Enrolled: 15 Days Present: 14 Excused: 1 Unexcused: 0

☐ Red Flag ☐ LOCATE ☐ UPDATE ☐ Print Preview ☐ OTHER

SUPPLEMENTAL The **Supplemental Data** is a form that stores unique student data for each District and can be customized by the District.

Supplemental Data (SUP table)

2007-2008 Golden Eagle Elementary School 9/10/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
1	Aadasian	Robert	Bradly	233053318	12	M	6			

Student Lives With: Home School: Entered District: 7/27/2000 Trans App Date:

District Name: Transfer Reason: Date of Trans: Cume Sent Date:

Cume Sent to Location: Sport 1: Sport 2: Sport 3:

Post High Plans: Post High Institution: International Bac: IB Test 1: IB Test 2: IB Test 3: IB Test 4:

IB Test 5: IB Test 6: General Info:

Additional Information:

Red Flag LOCATE UPDATE OTHER

Backward Get Forward Change I II III IV V Print eXit

To update the **Supplemental** form, click the mouse on the **Change** button. The cursor will display in the first field available. Press the **Tab** key to the field selected. Type the data into the field and press **Enter**.



NOTE:

To setup the supplemental form see **Supplemental Procedures**.

MEDICAL AND IMMUNIZATION

The **Medical** form allows you to add any medical information for a student. There are nine tabs displayed for different information. These forms are accessible by clicking the mouse on the **Tab**.

Medical

2007-2008 Golden Eagle Elementary School 9/10/2007

Stu# 1 Last Name Aadasian First Name Robert M/I B Perm ID No. 233053318 Birthdate 5/17/1995 Sex M Grade 6 Prog Track Status Age 12

Parent/guardian Birth City State Country Health Problems LastSchl Home Phone

M/M A Aadasian Orange CA CA US Asthma 0 (777) 555-0214

Medical Medical History Immunization Hearing Vision Other Scoliosis Other Immunization Dental

Date	Code	Description	Start Time	End Time	Start Date	End Date	Result	Tag
2/22/2005	23	Laceration	12:00 PM	12:23 PM				
Right knee 1' cut just below knee on knew playground/mom took for treatment					Billing Code / Units		Initials	
					0.00			
2/08/2005	09	Contusion	11:49 AM	12:19 PM				
ball hit nose/ice					Billing Code / Units		Initials	
					0.00			
1/06/2005	21	Headache	11:05 AM	11:10 AM				
T98					Billing Code / Units		Initials	
					0.00			
11/16/2004	16	Flu/ Colds/ Sore Throat	9:40 AM	10:00 AM				
T 98.9					Billing Code / Units		Initials	
					0.00			
1/16/2004	29	Mumps						
T100 Home					Billing Code / Units		Initials	
					0.00			
* 9/10/2007								
					Billing Code / Units		Initials	
					0.00			

Record: 1 of 5

Backward Get Forward Add Change Delete Red Flag Print Preview Print eXit

To add information to any of the **Medical** forms, click the mouse on the **Add** button. The arrow will display in the gray box to the left of the form. The current date will display. Press the **Tab** key to the field selected. Type the data into the field and press **Enter**.

To access the immunization form, click the mouse on the **Immunization** tab at the top of the **Medical** form. The following form will display. If a student has not completed their immunizations the date fields will display in red.

The screenshot shows the 'Medical' form for Golden Eagle Elementary School, dated 9/10/2007. The form is for student 1, Aadasian, Robert, born 5/17/1995. The 'Immunization' tab is selected. The form displays various immunization records, including POLIO, DTP, MMR, HIB, HEP/B, VARIC, and HEP/A. Some dates are in red, indicating incomplete immunizations. The form also includes fields for physical exams, TB skin tests, and a 'Red Flag' section. The bottom of the form has buttons for 'Backward', 'Get', 'Forward', 'Add', 'Change', 'Delete', 'Print', and 'eXit'.

Stu#	Last Name	First Name	MI	Perm ID No.	Birthdate	Sex	Grade	Prog	Track	Status	Age
1	Aadasian	Robert	B	233053318	5/17/1995	M	6				12

Parent/guardian	Birth City	State	Countrv	Health Problems	LastSchl	Home Phone
MM A Aadasian	Orange CA	CA	US	Asthma	0	(777) 555-0214

Medical	Medical History	Immunization	Hearing	Vision	Other	Scoliosis	Other Immunization	Dental
<p>POLIO 7/20/1989 9/22/1989 11/13/1990 12/22/1993 [Red]</p> <p>DTP 7/20/1989 9/22/1989 11/13/1989 11/17/1990 12/22/1993</p> <p>MMR 5/22/1990 5/20/1991 [Red] DTP Boost</p> <p>HIB 8/08/1990 9/20/1990 10/20/1990</p> <p>HEP/B 7/28/1990 9/25/1990</p> <p>VARIC [Red] 6/05/1990 [Red]</p> <p>HEP/A</p> <p>CHEST XRAY [Red] Normal [Red] Abnormal [Red]</p> <p>PHYSICAL 6/11/1995 Waiver [Red] MM Pos Neg Type</p> <p>TB SKIN TEST 7/23/1994 7/26/1994 00 [Red] X [Red]</p> <p>Records Other [Red] YCIC</p> <p>Reqmts Met A. X 9/02/1994 Status B. X [Red] Exemptions: C. [Red] D. [Red] E. [Red]</p>								

Buttons: Backward, Get, Forward, Add, Change, Delete, Red Flag, Print Preview, Print, eXit

To update the **Immunization** form, click the mouse on the **Change** button. The cursor will display in the first field displayed. Press the **Tab** key to the field selected. Type the data into the field and press **Enter**.

DISCIPLINE

The **Discipline** form is used to store information for a student that has violated the schools rules. Detention or demerits can be stored along with the description of the violation and teacher involved. All discipline records display on the right hand side of the form.

Assertive Discipline (ADS)

2007-2008 Golden Eagle Elementary School 9/10/2007

Stu# 1 Last Name Aadasian First Name Robert Middle Name Bradly Perm ID No. 233053318 Birthdate 5/17/1995 Sex M Grd 6 Prog Trk Status

Parent/guardian M/M A Aadasian Area/Telephone (777) 555-0214 Fathers Work/Extension Mothers Work/Extension SSA Date

Date	Code	Description	Other Codes/Violations	Select Record to Display...
2/19/2006	62	Horseplay		02/19/2006 62- Horseplay
				02/19/2006 84- Threats to Others (S) 489
				10/27/2005 47- Disruption of School Acti
				<< Add New Record >>

Disposition Plcmnt Result Referral Tag

Days 0 Hours 0.00 Start Date End Date Return Date Rtn Status SusTg Demerits 0.00

Location Exact Time Appx Time Weapon Type

Comment
Started an altercation with a younger student over tetherball. No recess 2 days. Mom came in after school to find out what happened.--VP

Letter Initials School of Incident

Total Demerits: 0.00

Record: 1 of 3

Red Flag LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Copy Change Delete Print eXit Switch

To add information to the **Discipline** form, click the mouse on the **Add** button. The arrow will display in the gray box to the left of the form. The current date will display. Press the **Tab** key to the field selected. Type the data into the field and press **Enter**.

SIBLINGS

The **Siblings** form will display all students that have the same Family ID. A family ID number is assigned to each student. If a student has the same phone number as another student they will be assigned the same Family ID.

The screenshot shows the 'Student Siblings Data' window for the 2007-2008 school year at Golden Eagle Elementary School, dated 9/10/2007. The window displays a table of student information for Family ID 16.

Stu#	Last Name	First Name	Middle Name	Age	Telephone	Sex	Grd	Prog	Trk	Status	Family ID
1	Aadasian	Robert	Bradly	12	(777) 555-0214	M	6				16

Stu#	Student Name	Trk	Sex	Grd	Birthdate	Parent/guardian	Address	Telephone
0001	Aadasian, Robert	M	6	5/17/1995	M/M A Aadasian	5514 N Sunburst Dr	(777) 555-0214	
0002	Aadasian, Ruben	M	1	12/23/2000	M/M A Aadasian	5514 Sunburst Dr	(777) 555-0214	
0010	Albright, Derek	M	5	11/19/1996	M/M A Albright	5514 Sunburst Dr	(777) 555-0214	
0011	Albright, Jerod	M	2	9/28/1999	M/M A Albright	5514 Sunburst Dr	(777) 555-0214	

Record: 1 of 4

Buttons: Red Flag, LOCATE, UPDATE, Print Preview, OTHER, Backward, Get, Forward, Add, Change, Delete, Print, eXit, Reassign

When letters or labels are generated one-per-family the program will use the family ID number and will only create one letter or label for each ID number.

To change the family ID number, click the mouse on the **Change** button. The cursor will display in the **Family** ID field. Type the new number into the field and press **Enter**.

**TO REASSIGN
FAMILY ID
NUMBERS TO
ALL STUDENTS**

To reassign the family ID number, click the mouse on the **Reassign** button.

The following message will redisplay. Click the mouse on the **Yes** button. All students will be reassigned a new **Family ID**.

CONTACTS

The **Contacts** form can be used to store emergency contacts, individuals other than the parents allowed to pick up the student, etc. This form also allows you to add individuals who should receive a **copy of all mail or only grades**.

Emergency Contacts

2007-2008 Golden Eagle Elementary School 9/10/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grd	Prog	Track	Status	Student Email Address
1	Aadasian	Robert	Bradly	233053318	M	6				

Parent/guardian: M/M A Aadasian Area/Telephone: (777) 555-0214 Fathers Work/Extension: Mothers Work/Extension: Parent/Guardian Email:

Mailing Name	Relation	Contact Order	Name	Relation
Andrew Aadasian		6	Andrew Aadasian	
			Step Dad	
			Anna Aadasian	
			<<Add New>>	

Prefix Last Name First Name Middle Name Suffix

Address City State Zipcode Ext Addr Type

5514 Sunburst Dr Eagle Point CA 99998

Telephone Work Phone Extn Cell Phone Pager

(777) 555-0214 (777) 555-1234 222 (777) 555-1234 (777) 555-1234

E-Mail Address Mail Tag Verif Date Code

Additional Contact 1 Additional Contact 2

Additional Contact 3 Additional Contact 4

Record: 1 of 3

Red Flag LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete Details Print Preview Print eXit

To add information to the **Contacts** form, click the mouse on the **Add** button or **<<Add New>>**. A blank form will appear. Type the data into the field and press the **Tab** key to move through the fields. When finished press **Enter**. To see information on a contact listed on the right, click on that contact and the information will be displayed on the left.

TEST SCORES The **Test Scores** form is used to store all test data and scores for school tests that the student has taken.

TST - Test History

2007-2008 Golden Eagle Elementary School 9/10/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Prog	Track	CRL	S/M	D/M	Status
1	Aadasian	Robert	Bradly	233053318	M	6				0	0	

Testing data (TST) Content Standards (CST) STS Clusters (CST) Test Exclusions (TEX) Custom 1 Custom 2 Custom 3

TEST ID	Part No.	Grade level	Testing date	Test description	Raw score	Scale score	Grade equiv	Pct ile	Sta nine	Crv eqv	Oth %	Prf Lvl	Rub ric	Testing Admin
SAT-9T	1	4.8	04/01/1999	Total Reading	64	656	6.0	67	6	59.0	3	0	0	SPRG98
SAT-9T	3	4.8	04/01/1999	Reading Vocabulary	23	648	5.3	58	5	54.0	3	0	0	SPRG98
SAT-9T	4	4.8	04/01/1999	Reading Comprehension	41	660	6.8	69	6	60.0	3	0	0	SPRG98
SAT-9T	5	4.8	04/01/1999	Total Mathematics	59	643	5.7	68	6	60.0	3	0	0	SPRG98
SAT-9T	6	4.8	04/01/1999	Problem Solving	37	646	6.2	72	6	62.0	3	0	0	SPRG98
SAT-9T	7	4.8	04/01/1999	Procedures	22	640	5.3	61	6	56.0	2	0	0	SPRG98
SAT-9T	9	4.8	04/01/1999	Language	36	651	7.2	72	6	62.0	3	0	0	SPRG98
SAT-9T	10	4.8	04/01/1999	Language Mechanics	20	670	9.6	83	7	70.0	3	0	0	SPRG98
SAT-9T	11	4.8	04/01/1999	Language Expression	16	634	5.3	56	5	53.0	2	0	0	SPRG98
SAT-9T	12	4.8	04/01/1999	Spelling	20	630	5.1	55	5	53.0	2	0	0	SPRG98
SAT-9T	20	4.8	04/01/1999	Basic Battery	179	0	5.8	65	6	58.0	0	0	0	SPRG98
SAT-9T	22	4.8	04/01/1999	3 R's Total	159	0	6.2	66	6	59.0	0	0	0	SPRG98

Record: 1 of 12

☐ Red Flag
 ☐ LOCATE
 ☐ Sort tests by test ID and part
 ☐ UPDATE
 ☐ Limit ID:
 ☐ OTHER
 ☒ Print Preview

Backward Get Forward Add Change Delete Print eXit Reports

If the test scores were stored in a file and contain the student's permanent ID number they can be loaded into the **Aeries™** table. They can also be manually added into the file.

To add information to the **Test Scores** form, click the mouse on the **Add** button. The arrow will display in the gray box to the left of the form. Type the data into the field and press the **Tab** key to the fields selected. Press **Enter**.

FEES AND FINES

The **Fees and Fines** form can be used to store fines that are owed for textbooks, sports equipment, etc. This form will also keep a running balance of all fees owed by the student.

2007-2008 **Golden Eagle Elementary School** **9/10/2007**

Stu# 1 Last Name Aadasian First Name Robert Middle Name Bradley Perm ID No. 233053318 Sex M Grade 6 ProgTrack Tag

Parent/guardian M/M A Aadasian Area/Telephone (777) 555-0214 Fathers Work / Extension Mothers Work / Extension

Code	Description	Amount Charged	Date Charged	Amount Paid	Date Paid	Balance Due	
ASB-02	Candy Sale Balance Due	\$10.00	9/10/2007	\$0.00		\$10.00	Paid
*		\$0.00	9/10/2007	\$0.00		\$0.00	Paid
TOTALS:		\$10.00		\$0.00		\$10.00	

Record: 1 of 1

☐ Red Flag
 ☐ LOCATE
 ☐ Limit to TXTBK Fines
 ☐ UPDATE
 ☐ Print Preview
 ☐ OTHER
 ☐ TXTBK Fields

Backward Get Forward Add Change Delete Pay All Letters eXit Report

To add information to the **Fees and Fines** form, click the mouse on the **Add** button. The arrow will display in the gray box to the left of the form. Type the data into the field and press the **Tab** key to the fields selected. Press **Enter**.

ASSESSMENT

The **Assessment** form in **Aeries™** is information currently based on test scores and academic grades.

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Grade	Prog	Trk Status
1	Aadasian	Robert	Bradly	233053318	5/17/1995	M	6		

Key Performance Indicator	Score	Type	Categories	Qualifying	Other Info - Test ID, Part, Field, Name
			1	2	3
1 READING	2	Test			SAT-9T (1) PC -04/98-Total Reading
2 MATH	2	Test			SAT-9T (5) PC -04/98-Total Mathematics
3 Language	2	Test			SAT-9T (9) PC -04/98-Language
6 Attendance	3	Attendance			

There are two tables used for the **Student Assessment Setup**. The (SAS) table defines how your district measures student assessment. The (SAR) table which has a record of each student's assessment scores and the special groups to which they belong, such as, LEP, GATE, etc.

**NOTE:**

To setup the student assessment, see the **Student Assessment Setup Procedures**.

COUNSELING The **Counseling Visitation** form can be used to store any pertinent information about the student.

The screenshot shows the 'Counseling - Visitation (VIS)' window. At the top, it displays the school name 'Golden Eagle Elementary School' and the date '9/17/2007'. Below this, student information is entered: Stu# 739, Last Name Abbott, First Name Allan, Middle Name, Perm ID No. 125634418, Sex M, Grade 2, Prog Track, and Status. Parent/guardian information includes M/M A Abbott, Area/Telephone (777) 555-9327, Fathers Work/Extension, and Mothers Work/Extension (777) 555-9327. The main table has columns for Date, Code, Description, and Comment. The first row shows the date 9/17/2007. At the bottom, there are navigation buttons: Red Flag, LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete), Print Preview (Print, eXit), and OTHER (Switch). A record indicator at the bottom left shows 'Record: 1 of 1'.

To add information to the **Visitation** form, click the mouse on the **Add** button. The arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

The **Conference** form can be used to store any information in regards to conferences held with the student. To access this form click the mouse on the **Switch** button at the right hand corner of the **Visitation** form.

Counseling - Conference (CNF) Golden Eagle Elementary School 9/17/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Prog Track	Status
1	Aadasian	Robert	Bradly	233053318	M	6		

Parent/guardian	Area/Telephone	Fathers Work/Extension	Mothers Work/Extension
M/M A Aadasian	(777) 555-0214		

Date	Code	Description	Grade	Status	Location	Notified	Followup	Contact
9/10/2007	PC	Parents contacted to discuss Robert's continual behavior problem.	6					
								Counselor
* 9/17/2007			0					
								Counselor

Record: 1 of 1

☐ Red Flag LOCATE
 ☐ UPDATE
 ☐ Print Preview
 ☐ OTHER

Backward Get Forward Add Change Delete Print eXit Switch

To add information to the **Conference** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

SPECIAL ED The **Special Education** form is used to store all special education information.

Special Education Data

2007-2008 Golden Eagle Elementary School 9/17/2007

STU# 739 Last Name Abbott First Name Allan M M Sex M Grade 2 Pgm Birthdate 2/11/2000 Perm ID No. 125634418 SocSecNum

General Information Student Services Discipline Data Transition Information IEP Status and Info Comments

SELPA Code SELPA from District of Service District of Residence School Code School Type Include?

3601 3601 3675077 3675077 6104400 10 Y

ELL Nativ Lang Early Int Referral Date Refer By Parent Consent Initial Evaluation Plan Type (Placement)

N 0 N 6/7/2006 6/7/2006 6/7/2006 1

Migrant Residential Status Entry Date: (Alternate) Last IEP: Last Evaluation Disability Disability2

N 10 6/7/2006 6/7/2006 6/7/2006 240 200

Sole Low Infant Setting Fed Infant Fed Preschl Fed Schl Age (PreSchool) In Reg Class % (Out Reg Class %)

N 400 6

Special Ed Grade MHS Eligibility MHS Lang Spec Trans Participation Grad Plan Exit Date Reason

1 N N N 90

Annual Date TriAnn Date TchrNum Teacher Name

6/7/2007 6/7/2009 0 Unassigned

Code1 Code2 Code3 Code4 Code5 Code6 Code7 Code8 Code9 Code10 Code11 Code12 Other Date

Red Flag LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete Print eXit Help

To add information to the **Special Education** form, click the mouse on the **Change** button. The cursor will display in the SELPA field. Press **Tab** to the field selected and enter data into the field. Press **Tab** to the other fields selected. When complete press **Enter**.

LANGUAGE ASSESSMENT

The **Language Assessment** form is used to store all language assessment information and test history.

Language Assessment Data

2007-2008 Golden Eagle Elementary School 9/17/2007

Stu# 19 Last Name Alvarez First Name Jasmine MI L Perm ID No. 233053263 Sex F Grd Prog 5 Track Status Age 11 Birthdate 8/12/1996 HmLang 01 LangFlu L

General CELDT Test Test History Other Tests Waivers CSIS Functions

Birth City Los Angeles CA State CA Country User1 User2 User3 User4 User5 EngLangProf

Tests:	Test Date	Test Name	Listen Sc/Lv	Speak Sc/Lv	Read Sc/Lv	Write Sc/Lv	Comp Sc/Lv	Oral Sc/Lv	LangDes
Eng:	9/05/2006	CELDT	425	4	413	4	478	4	456
Span:			0	0	0	0	0	0	0
Other:			0	0	0	0	0	0	0

Languages: First Primary at Home by Adults Dates: US Entry USSchool Entry CA School District Entry Enter Date

8/14/2004 0 4 6/18/2001 7/23/2004

Program: Start Date End Date Yrs In Prgm Program Curr LangDes Lng of Inst Eng Class Elig Svcs Rcvd

8/14/2004 0 4 330

Redes Info: Redes. Dt Redes. Code 30 Day foll.up 30 Day Code 180 Day foll.up 180 Day Code

Reasonable Fluency Dt. 1 Yr follow up 1 Yr Code 2 Yr follow up 2 Yr Code 3 Yr follow up 3 Yr Code

Comments:

LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete Red Flag Print eXit

To access the other forms click the mouse on desired **tab** and the form selected will display.

INTERVENTIONS The **Interventions** form can be used to store any pertinent information in regards to interventions being taken.

Interventions

2007-2008 Golden Eagle Elementary School 9/17/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Prog	Trk	Status	Age	Grd
1	Aadasian	Robert	Bradly	233053318	5/17/1995	M				12	6

Parent/guardian: M/M A Aadasian Area/Telephone: (777) 555-0214 Fathers Work/Extension: Mothers Work/Extension:

Date	Code	Description	Disposition	Referral	Tg	Grade	Start	End
9/17/2007	MB	Mathematics Basic Skills				5		
							Date:	
							Time:	
							Days	0
							Hours	0.00
* 9/17/2007						6		
							Date:	
							Time:	
							Days	0
							Hours	0.00

Record: 1 of 1

Red Flag LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Switch to Retentions

To add information to the **Intervention** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

The **Retentions** form can be used to store information in regards to the steps taken to retain a student. To access this form click the mouse on the **Switch** button at the right hand corner of the **Interventions** form.

Retentions

2007-2008 Golden Eagle Elementary School 9/17/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Birthdate	Sex	Prog	Trk	Status	Age	Grd
1	Aadasian	Robert	Bradly	233053318	5/17/1995	M				12	6

Parent/guardian: M/M A Aadasian Area/Telephone: (777) 555-0214 Fathers Work/Extension: Mothers Work/Extension:

Date	Code	Description	Tag	Grd	Comment
4/06/2007	RP	Notification of Possible Retent		5	Letter sent April 2007
9/17/2007				6	

Record: 1 of 1

Red Flag LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Switch to Interventions

To add information to the **Retentions** form, click the mouse on the **Add** button. A black arrow will display in the gray box to the left of the form. Type the data into the field and press **Tab** to the fields selected. Press **Enter**.

SPECIAL PROGRAMS

The **Special Programs** form will display Information on programs that the student is eligible for or participating in.

Special Programs (PGM table)

2007-2008 Golden Eagle Elementary School 9/17/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Age	Sex	Grade	Prog	Trk	Status
1	Aadasian	Robert	Bradly	233053318	12	M	6			

Code	Description	Yrs In Prgm	Hours	Services Recvd
127	Gifted and Talented Educa	0	0	

Elg StartDate: 4/12/2004 Elg End Date: Status: Enter Grd: 0 Setting:

Prg StartDate: Prg End Date: Exit Reasn: Outcome:

Training Type: Disadvan Status: Auth Release Info:

School:

Comments:

Select Record to Display...

127	Gifted and Talented Educa	04/12/2004
<<Add New>>		

Record: 1 of 1

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit

To add information to the **Special Programs** form, click the mouse on the **Add** button or **<<Add New>>**. A blank form will appear. Type the data into the field and press the **Tab** key to move through the fields. When finished press **Enter**. To see information on a program listed on the right, click on that program and the information will be displayed on the left.

GATE

The **GATE** form will display Information on the student has been evaluated for **GATE**.

Gate Referral

2007-2008 Golden Eagle Elementary School 10/5/2007

Stu#	Last Name	First Name	MI	Perm ID No.	Sex	Grade	Birthdate	Age	Parent/guardian	Trk Status
1	Aadasian	Robert	B	233053318	M	6	5/17/1994	13	M/M A Aadasian	

General Referrals Tests

Eligibility

Start Date	End Date	Participation Start Date	Participation End Date	Program Placement	Honors Crs Eligibility
8/21/2006					

Identifying District
Golden Eagle Elementary School

Identification Date
8/21/2006

Classification Codes

CC1	CC2	CC3	CC4	CC5	CC6

User1 **User2** **User3** **User4** **User5** **User6** **User7** **User8**

Comments:

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Switch

There are two additional tabs that will contain information and the referrals and tests administered for the **GATE** evaluation.

DISTRICT STUDENT LOOKUP

The **District Student Lookup** form will display previous school year information currently stored in the **District Database**.

District Student Lookup - 10 Students Found

Enter last name and/or first name OR perm ID OR birthdate **Search** **eXit**

Ctrl	Last Name	First Name	Sex	Grd	Birthday	Perm ID#	Schl#	Stu#	Tag	Leave Date
2	Abbott	Alan	M	6	5/28/1986	1998001239	991	241		
3	Abbott	Alan	M	8	5/28/1987	1998001239	998	5029		
4	Abbott	Alan	M	12	5/26/1984	1998995711	994	3861		
5	Abbott	Alice	F	9	2/28/1984	1544766641	994	1670		
6	Abbott	Alice	F	11	5/26/1984	1998995712	999	2		
7	Abbott	Alice	F	8	11/17/1985	1998001240	991	136		
8	Abbott	Alice	F	8	11/17/1987	1998001240	998	4443		
9	Abbott	Allan	F	10	1/21/1986	1544774941	994	32769		
10	Abbott	Allan	M	10	2/28/1984	1545531061	994	3773		

Year	Schl	Stu#	Trk	Prq	Grd	Tch	Enter Date	Leave Date
2001	994	3861			12	0	10/29/2001	
2001	994	3861			11	0	10/24/2001	10/26/2001
2000	999	1			11	0	09/05/2000	
2001	999	1			11	0	09/05/2000	09/29/2000

To display this information enter the student's last name and first name, the permanent ID or student's birthdate. Click the mouse on the **Search** button.

All students will display that meet the information selected. Click the mouse on the student selected and the District information will display at the bottom of the form.



Student Reports – Elementary User Manual

September 10, 2007

The **Student Reports** form is an option available through **Student Data**. These reports contain student information that is used most frequently by the schools.

Students 2007-2008 Golden Eagle Elementary School 9/10/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1995	12

Parent/guardian: M/M A Aadasian Area/Telephone: (777) 555-0214 Fathers Work: Extn: Mothers Work: Extn: Name/Addr Ver: 09/02/2007

Mailing Address: 5514 N Sunburst Dr City: Eagle Rock State: CA Zipcode/Extn: 99999 GridCd: 0029B Interdist Transfer / District: 0029B

Residence Address: 5514 N Sunburst Dr City: State: Zipcode/Extn: Schl Enter Dt: 07/23/2004 Dist Enter Dt: Leave Date: Tag:

Teacher Number/Name: 629 Hammer Room: 29 LastSchl: 0 NextSchl: 0 NextGrd: 7 NextTch: 0

CorrLng: 00 Hm Lng: 00 LangFlu: Prog: AttPgm1: AttPgm2: EthCd: 700 SchedGrp: Rcd: Rel: ParEd: Multi

User1: 1 User2: User3: User4: User5: User6: User7: User8: User9: User10: Msg: Family#: 16 S/M: 0 D/M: 0

Check Status: ☒ Show Inactives: ☒

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts V Quick Con

7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Lang I Interventions S Programs

Q DST Info

LOCATE UPDATE

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

000003 ☒ Show Photo OTHER ☐ Adjust

To access **Student Reports** click the mouse on the **Student Data** button. Click the mouse on the **Reports** button in the bottom right hand corner of the form.

PRINT PREVIEW

The **Student Reports** form will display. This form gives you the option to preview reports prior to printing. To preview reports will automatically default and will contain a **black check mark** in the center of the circle.

The screenshot shows the 'Student Reports' window for the 2007-2008 school year at Golden Eagle Elementary School, dated 9/10/2007. The window has a title bar and standard window controls. Below the header, there are two checkboxes: 'Preview reports before printing' (checked) and 'Add Access Query condition to reports' (unchecked). A grid of 15 report options is displayed, each with a lettered title, a description, and a status code (Q1, Q2, or Q3). At the bottom, there is a checkbox for 'Filter student names on output for parent' (checked) and an 'eXit' button. A legend explains the status codes: Q1 = Report can have Access query condition, Q2 = Form/report uses Aeries Query Skip/Keep, Q3 = Both.

Report Title	Status
A. Student Directory by Grade (narrow)	Q3
B. Student Directory by Name (narrow)	Q3
C. Student Directory by Grade (wide)	Q3
D. Student Directory by Name (wide)	Q3
E. Student Birthday Listing	Q3
F. Student Directory by Teacher	Q1
G. Student Directory by Teacher/Wide	Q2
H. Print Student Distribution Graph	Q2
I. Print Ethnic Distribution Graph	Q2
J. Print Student Directory by Address	Q3
K. Labels to Parents (Avery 5160)	Q3
L. Labels to Students (Avery 5160)	Q3
M. One per Family Labels (Avery 5160)	Q3
N. Print Grid Code Distribution Report	Q3
O. Print Summary of Students by Grade, Ethnicity or Track	Q3

Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.

If you do not want to preview the report, click the mouse on the check box and the check will no longer display. Any report selected will now automatically be sent to the printer.

QUERY CONDITION

This form allows you to **add query** conditions to select certain criteria for your report.

This screenshot shows the same 'Student Reports' window as above, but with the 'Add Access Query condition to reports' checkbox checked. The 'Preview reports before printing' checkbox remains checked. The rest of the interface is identical to the previous screenshot.

Each report has certain query conditions that can be utilized with **Access** query or **Aeries** query.

At the far left corner of the box a code displays that indicates which query can be utilized by this reports.

The screenshot shows the 'Student Reports' window for the 2007-2008 school year at Golden Eagle Elementary School, dated 9/10/2007. It includes checkboxes for 'Preview reports before printing' (checked) and 'Add Access Query condition to reports' (unchecked). Below are five report categories, each with a query code (Q3) at the bottom left:

- A. Student Directory by Grade (narrow)
- B. Student Directory by Name (narrow)
- C. Student Directory by Grade (wide)
- D. Student Directory by Name (wide)
- E. Student Birthday Listing

At the bottom, there are five buttons: E. Student, G. Student, H. Print Student, I. Print Ethnic, and J. Print Student.

- Q1 - indicates that only **Access** query can be utilized.
- Q2 - indicates that only **Aeries™** query can be utilized.
- Q3 - indicates that either one of these queries can be utilized.



NOTE:

Knowledge of the different query options is suggested in order to use them with these reports.

To add a query condition to a report, click the mouse on the **Add Access Query Condition** option.

This screenshot is identical to the previous one, but an arrow points from the text above to the 'Add Access Query condition to reports' checkbox, which is currently unchecked.

The following text box will display. Take note to the message that displays. **Access** query is different than **Aeries** query. **Access** will not require 'IF' to be used in the query statement.

The 'Enter IF Statement' dialog box contains the following text: 'Enter ACCESS Query IF statement (without IF)', 'Only data on report can be queried', and 'Quotes required around alphanumeric data'. It has 'OK' and 'Cancel' buttons. At the bottom, there is a text input field containing 'gr = 5'.

In the text box type a query “**IF**” condition. To print only 5th Grade type **gr = 5**. Then the report selected to print would only include 5th grade students. At the bottom of the form the query statement will display in **red**.

Directory by Teacher Q1	Directory by Teacher/Wide Q2	Distribution Graph Q2	Distribution Graph Q2	Directory by Address Q3
K. Labels to Parents (Avery 5160) Q3	L. Labels to Students (Avery 5160) Q3	M. One per Family Labels (Avery 5160) Q3	N. Print Grid Code Distribution Report Q3	O. Print Summary of Students by Grade, Ethnicity or Track Q3

Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.

☒ Filter student names on output for parent

Query IF **gr = 5**

eXit



NOTE:

When using Access Query certain standards must be utilized. All alphanumeric (non-numeric) fields must be surrounded by quotes. All numeric fields do not require quotes.

Pay close attention to the criteria selected. For instance, if a report does not contain teacher information the report cannot print for a particular teacher.

SELECTING A REPORT

To print or preview a report, click the mouse on the **button** for the report selected.

The screenshot shows a window titled "Student Reports" for "Golden Eagle Elementary School" on "9/10/2007". It features a grid of 15 report buttons, each with a label and a query code (Q1, Q2, or Q3). At the top, there are checkboxes for "Preview reports before printing" (checked) and "Add Access Query condition to reports" (unchecked). At the bottom, there is a checkbox for "Filter student names on output for parent" (checked) and an "eXit" button.

2007-2008		Golden Eagle Elementary School		9/10/2007	
<input checked="" type="checkbox"/> Preview reports before printing <input type="checkbox"/> Add Access Query condition to reports					
A. Student Directory by Grade (narrow) Q3	B. Student Directory by Name (narrow) Q3	C. Student Directory by Grade (wide) Q3	D. Student Directory by Name (wide) Q3	E. Student Birthday Listing Q3	
F. Student Directory by Teacher Q1	G. Student Directory by Teacher/Wide Q2	H. Print Student Distribution Graph Q2	I. Print Ethnic Distribution Graph Q2	J. Print Student Directory by Address Q3	
K. Labels to Parents (Avery 5160) Q3	L. Labels to Students (Avery 5160) Q3	M. One per Family Labels (Avery 5160) Q3	N. Print Grid Code Distribution Report Q3	O. Print Summary of Students by Grade, Ethnicity or Track Q3	
Q1 = Report can have Access query condition. Q2 = Form/report uses Aeries Query Skip/Keep. Q3 = Both.					
<input checked="" type="checkbox"/> Filter student names on output for parent				eXit	

The following are examples of each of the reports that are displayed on this form.

**STUDENT
DIRECTORY
BY GRADE -
NARROW**

This report displays all students, both active and inactive, in order by grade level, and by name. Inactive students display an asterisk to the left of their student number on the report. The report includes student number, last name, first name, middle name, permanent ID number, sex, grade and birth date.

Golden Eagle Elementary School 9/10/2007							
2007-2008		STUDENT DIRECTORY by GRADE					Page 1
STU#	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Birthdate
000008	Albarran	Shane	Isela	1958696980	F	K	4/2/2001
000009	Albarran Jr	David	Ferros	1958696981	F	K	11/10/2000
000013	Alfaro	Joshua	Robert	233053256	M	K	11/1/2001
000023	Amaya	Timothy	Hayden	1958696991	M	K	3/28/2001
000026	Anacostes	Lorena	Ellen	233053277	F	K	3/13/2001
000033	Aquino	Joshua	Forrest	1958697001	M	K	10/23/2001
000041	Armenta	Rayssa	Vannessa	233053297	F	K	11/10/2001
000046	Arroyo	Tanya	Tyshawn	1958697012	M	K	9/29/2001
000047	Arteta	Kaila		1958697014	M	K	2/19/2001
000050	Avalos	Ashlee	Sofia	233053309	F	K	12/14/2000
000054	Ayala	Devien		1958697018	M	K	1/15/2001
000055	Baber	Ashley	Rashad	1958697020	M	K	6/25/2001

**STUDENT
DIRECTORY
BY NAME -
NARROW**

This report displays all students, both active and inactive, in order alphabetically by name. Inactive students have an asterisk to the left of their student number on the report. The report includes student number, last name, first name, middle name, permanent ID number, sex, grade and birth date.

Golden Eagle Elementary School 9/10/2007							
2007-2008		STUDENT DIRECTORY - ALPHABETICAL					Page 1
STU#	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Birthdate
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1995
000002	Aadasian	Ruben	Preston	233053317	M	1	12/23/2000
* 000739	Abbott	Allan		125634418	M	2	2/11/2000
000003	Aguilar	Jonathan	Daniel	233053241	M	5	7/16/1996
000004	Aguilar	LaTonya	Stephanie	233053243	F	4	10/13/1997
000005	Aguilar	Stephanie	Christina	233053240	F	3	7/8/1998
000006	Aguinaga	Valeria	Brandi	233053247	F	6	4/24/1995
000007	Alavez	Abel	Benny	233053250	M	4	4/19/1997

**STUDENT
DIRECTORY
BY GRADE -
WIDE**

This report displays all students active and inactive, in order by grade level, and by name. Inactive students have an asterisk to the left of their student number on the report. The report includes student number, last name, first name, sex, birth date, parent/guardian, street address, city, zip code, and home telephone number.

Golden Eagle Elementary School								9/10/2007
2007-2008		Student Directory - Grade K						Page 1
STU#	Student Name	Sex	Birthdate	Parent/Guardian	Street Address	City	Zipcode	Home Phone
000008	Albarran, Shane Isela	F	4/2/2001	M/M A Albarran	5519 Cisero Dr	Eagle Point	99998	(777) 555-4014
000009	Albarran Jr, David Ferros	F	11/10/2000	M/M A Albarran Jr	5519 Cisero Dr	Eagle Point	99998	(777) 555-4014
000013	Alfaro, Joshua Robert	M	11/1/2001	M/M A Alfaro	2230 Rollings Way	Eagle Rock	99999	(777) 555-7354
000023	Amaya, Timothy Hayden	M	3/28/2001	M/M A Amaya	33933 Doheny Ln	Eagle Rock	99999	(777) 555-7420
000026	Anacostes, Lorena Ellen	F	3/13/2001	M/M A Anacostes	4444 Penderdorf Ave	Eagle Point	99998	(777) 555-0234
000033	Aquino, Joshua Forrest	M	10/23/2001	M/M A Aquino	33907 Hillcrest Dr	Eagle Rock	99999	(777) 555-3419
000041	Armenta, Rayssa Vannessa	F	11/10/2001	M/M A Armenta	2252 Farview Ave	Eagle Point	99998	(777) 555-9046
000046	Arroyo, Tanya Tyshawyn	M	9/29/2001	M/M A Arroyo	33811 Hillcrest Dr	Eagle Rock	99999	(777) 555-2620
000047	Arteta, Kaila	M	2/19/2001	M/M A Arteta	3331 Southview Ct	Eagle Rock	99999	(777) 555-4788
000050	Avalos, Ashlee Sofia	F	12/14/2000	M/M A Avalos	33734 Audubon Ct	Eagle Point	99998	(777) 555-4637
000054	Ayala, Devien	M	1/15/2001	M/M A Ayala	33942 Golden View Way	Eagle Rock	99999	(777) 555-7052
000055	Baber, Ashley Rashad	M	6/25/2001	M/M B Baber	33928 Cadinia Ct	Eagle Rock	99999	(777) 555-8142
000056	Bachman, Angel Zachary	M	1/23/2001	M/M B Bachman	33733 Sergeant St	Eagle Rock	99999	(777) 555-2641
000059	Baker, Tina Kimberly	F	3/1/2001	M/M B Baker	33410 Alida Ln	Eagle Point	99998	(777) 555-2619
000064	Barbosa, James Cristina	F	9/29/2001	M/M B Barbosa	3331 Cliffview Ct	Eagle Point	99998	(777) 555-3873
000065	Baroenas, Casey M	M	7/10/2001	M/M B Baroenas	33511 Canasto	Eagle Rock	99999	(777) 555-4928
000071	Bell, Marco Jordan	M	8/11/2001	M/M B Bell	33616 336th St E	Eagle Rock	99999	(777) 555-7936
000075	Beveridge, Ashlie Taylor	F	6/15/2001	M/M B Beveridge	33514 Clearwood Ct	Eagle Point	99998	(777) 555-5112
000078	Blassingame, Neffertasha Jon	M	7/27/2001	M/M B Blassingame	4411 Windstar Way	Eagle Rock	99999	(777) 555-6545
000089	Brisco, Nicole Alisha	F	8/3/2001	M/M B Brisco	4425 Eucalyptus Dr	Eagle Point	99998	(777) 555-4876
000093	Brown, Desairee Joshue	M	9/7/2001	M/M B Brown	33044 42nd St E	Eagle Rock	99999	(777) 555-3586
000095	Bujanda, Louisa Melissa	F	5/16/2001	M/M B Bujanda	33858 Willow Ln	Eagle Point	99998	(777) 555-6220
000098	Burke, Anthony August	M	5/22/2001	M/M B Burke	4432 Sage Ct	Eagle Rock	99999	(777) 555-2573
000101	Burry, Sarah Megan	F	10/10/2001	M/M B Burry	33410 Alida Ln	Eagle Point	99998	(777) 555-9303
000103	Butler, Darren George	M	7/2/2001	M/M B Butler	3321 Vinca Dr	Eagle Rock	99999	(777) 555-8250

STUDENT DIRECTORY BY NAME - WIDE

This report displays all students active and inactive, in order by name. Inactive students have an asterisk to the left of their student number on the report. The report includes student number, last name, first name, sex, grade, birth date, parent/guardian, street address, city, zip code, and home telephone number.

Golden Eagle Elementary School							
9/10/2007							
2007-2008 Student Directory - Alphabetical Page 1							
STU#	Student Name	Sex	Grade	Birthdate	Parent/Guardian	Street Address	City Zipcode Home Phone
000001	Aadasian, Robert Brady	M	6	5/17/1995	M/M A Aadasian	5514 N Sunburst Dr	Eagle Rock 99999 (777) 555-0214
000002	Aadasian, Ruben Preston	M	1	12/23/2000	M/M A Aadasian	5514 Sunburst Dr	Eagle Rock 99999 (777) 555-0214
* 000739	Abbott, Allan	M	2	2/11/2000	M/M A Abbott	7568 Main St	Eagle Rock 99999 (777) 555-9327
000003	Aguilar, Jonathan Daniel	M	5	7/16/1996	M/M A Aguilar	33512 Lillyvale Ave	Eagle Rock 99999 (777) 555-7860
000004	Aguilar, LaTonya Stephanie	F	4	10/13/1997	M/M A Aguilar	5538 Tacitum Ave	Eagle Point 99998 (777) 555-5363
000005	Aguilar, Stephanie Christina	F	3	7/8/1998	M/M A Aguilar	33512 Lillyvale Ave	Eagle Point 99998 (777) 555-7860
000006	Aguinaga, Valeria Brandi	F	6	4/24/1995	M/M A Aguinaga	3337 Columbia Ave	Eagle Point 99998 (777) 555-6672
000007	Alavez, Abel Benny	M	4	4/19/1997	M/M A Alavez	PP Box 2345	Eagle Rock 99999 (777) 555-8241
000008	Albarran, Shane Isela	F	K	4/2/2001	M/M A Albarran	5519 Cisero Dr	Eagle Point 99998 (777) 555-4014
000009	Albarran Jr, David Ferros	F	K	11/10/2000	M/M A Albarran Jr	5519 Cisero Dr	Eagle Point 99998 (777) 555-4014
000010	Albright, Derek Dale	M	5	11/19/1996	M/M A Albright	5514 Sunburst Dr	Eagle Rock 99999 (777) 555-0214
000011	Albright, Jerod Charlie	M	2	9/28/1999	M/M A Albright	5514 Sunburst Dr	Eagle Rock 99999 (777) 555-0214
000012	Alcazar, Damien Joseph	M	4	6/3/1997	M/M A Alcazar	2230 Rollings Way	Eagle Rock 99999 (777) 555-8814
000013	Alfaro, Joshua Robert	M	K	11/1/2001	M/M A Alfaro	2230 Rollings Way	Eagle Rock 99999 (777) 555-7354
000014	Allen, Alice Francis	F	6	10/8/1995	M/M A Allen	33715 331st St E	Eagle Point 99998 (777) 555-4314
000015	Allen, Sherry Amber	F	3	3/23/1998	M/M A Allen	33715 331st St E	Eagle Point 99998 (777) 555-9626
000016	Almaquer, Dominique Priscilla	F	5	8/10/1996	M/M A Almaquer	4451 Rosemary Lane	Eagle Point 99998 (777) 555-4517
000017	Alvarez, David Roberto	M	6	1/4/1995	M/M A Alvarez	2200 Farview Ave	Eagle Rock 99999 (777) 555-5463
000018	Alvarez, Haqqit Briana	F	4	2/8/1997	M/M A Alvarez	2254 Olive Dr #139	Eagle Point 99998 (777) 555-2144
000019	Alvarez, Jasmine Laura	F	5	8/12/1996	M/M A Alvarez	3338 E Brook Ln	Eagle Point 99998 (777) 555-1817
000020	Alvarez, Lauren Evelyn	F	2	6/26/1999	M/M A Alvarez	3338 E Brook Ln	Eagle Point 99998 (777) 555-1817
000021	Alvarez, Tiffany Alexandra	F	1	6/17/2000	M/M A Alvarez	33655 Tacitum Ave	Eagle Point 99998 (777) 555-1009
000022	Amaya, Monique Jennifer	F	2	4/20/1999	M/M A Amaya	4445 Dowel Ave	Eagle Point 99998 (777) 555-1553
000023	Amaya, Timothy Hayden	M	K	3/28/2001	M/M A Amaya	33933 Doheny Ln	Eagle Rock 99999 (777) 555-7420
000024	Amodo, Tyler Jeremy	M	6	9/22/1995	M/M A Amodo	4429 Meritima Ave	Eagle Rock 99999 (777) 555-9283
000025	Amos, Jeannet Eliza	F	6	12/5/1994	M/M A Amos	33716 Texas Dr	Eagle Point 99998 (777) 555-9052
000026	Anacostes, Lorena Ellen	F	K	3/13/2001	M/M A Anacostes	4444 Penderdorf Ave	Eagle Point 99998 (777) 555-0234
000027	Anagnostis, Mark Michael	M	2	5/24/1999	M/M A Anagnostis	4443 E Brook Ln	Eagle Rock 99999 (777) 555-0234
000028	Anderson, Erik Frank	M	6	12/6/1995	M/M A Anderson	3324 Rosemary Lane #	Eagle Rock 99999 (777) 555-6964
000029	Angelo, Ana Jamie	F	6	1/4/1995	M/M A Angelo	33000 Riverview Rd	Eagle Point 99998 (777) 555-2009
000030	Anquiano, Layla Jeanette	F	4	8/6/1995	M/M A Anquiano	4443 E Brook Ln	Eagle Point 99998 (777) 555-9301
000031	Anquiano, Tanya Rodio	F	2	3/8/1999	M/M A Anquiano	33653 Barrins St	Eagle Point 99998 (777) 555-2351
000032	Aparicio, Katharine Fanny	F	1	1/12/2000	M/M A Aparicio	33552 Penara St	Eagle Point 99998 (777) 555-8706
000033	Aquino, Joshua Forrest	M	K	10/23/2001	M/M A Aquino	33907 Hillcrest Dr	Eagle Rock 99999 (777) 555-3419
000034	Aragones, Maryrose Kelly	F	1	11/13/2000	M/M A Aragones	33423 Olalaberry Dr	Eagle Point 99998 (777) 555-5123
000035	Arce, Andrea Brittany	F	3	3/26/1998	M/M A Arce	33246 Crescent Ct	Eagle Point 99998 (777) 555-8602
000036	Arellano, Francynn Tina	F	5	1/4/1996	M/M A Arellano	2229 E Tricking Brook	Eagle Point 99998 (777) 555-7305
000037	Arevalo, David Jonathan	M	2	6/26/1999	M/M A Arevalo	33050 229th St	Eagle Rock 99999 (777) 555-6920

**STUDENT
BIRTHDAY
LISTING**

This report will display students with birthdays during the month selected. The report will print in order by day of the month and will display each student who has a birthday this month. The report also has the option to print by teacher.

Golden Eagle Elementary School						
2007-2008 BIRTHDAYS DURING SEPTEMBER 2007						
9/10/2007 Page 1						
Day	Student Name	Birthdate	Age	Sex	Grade	Teacher
01	Blue, Christopher Joseph	9/1/1999	8	M	2	Collins
	Colvin, Geniesha Elizabeth	9/1/2001	6	F	K	Unassigned
02	Hinsley, Lisa Venita	9/2/1995	12	F	5	Gray
	Salazar, Jennifer Barbette	9/2/1998	9	F	3	Durbin
03	Powell, Evan Christopher	9/3/1995	12	M	6	Hammer
	Rodriguez, Hector Victor	9/3/2000	7	M	1	Brookey
04	Rodriguez, Juliamari Emily	9/4/2001	6	F	K	Alvarado
05	Keyes, Jason Gary	9/5/2000	7	M	1	Came
06	Guerrero, Katherine Evangeline	9/6/2000	7	F	1	Bartlett
	Olmedo, Rich Edward	9/6/1998	9	M	3	Crews1
07	Brown, Desairee Joshue	9/7/2001	6	M	K	Unassigned
	Jenkins, Tyrone Brittany	9/7/2001	6	F	K	Unassigned
	Todd, Giovanna Roxanne	9/7/1995	12	F	6	Guzman
08	Ceron, Brandon David	9/8/1997	10	M	4	Enos
	Goff, Saul Russell	9/8/1995	12	M	6	Hammer
	Riordan, Don N Miranda	9/8/2001	6	M	K	Coons
09	Diehl, Cristina Ariel	9/9/2001	6	F	K	Berry
	Ringold, Blake Marcus	9/9/1998	9	M	3	Crews1
10	Baker, Moises Damien	9/10/1995	12	M	6	Guzman
	Lartigue, Darrel Eric	9/10/1996	11	M	5	Graybehl
	Robinson, Yaomarie Daniella	9/10/1997	10	F	4	Goode
	Rodriguez, Kelli	9/10/2001	6	F	K	Coons
11	Inglese, Jimika Myra	9/11/2001	6	F	K	Bray
	Paz, Angel Destiny	9/11/2000	7	F	1	Brown
	Skirvin, Krysta Katie	9/11/2001	6	F	K	Aldrich
	Sloan, Da Von Alexis	9/11/2001	6	F	K	Crookshanks
12	Spalliero, Angelique Jennifer	9/11/1995	12	F	6	Haley
	Marston, Celia Jalisa	9/12/1996	11	F	5	Gray

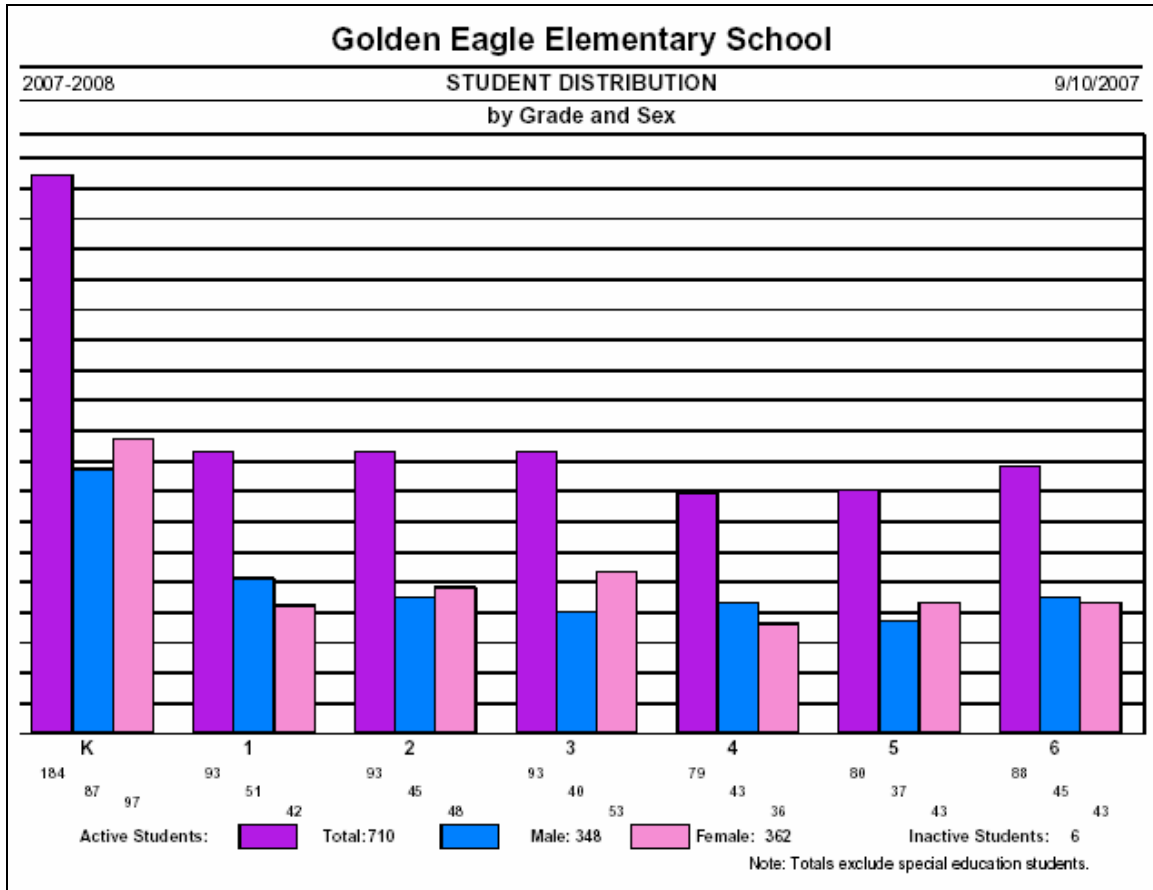
**STUDENT
DIRECTORY
BY CLASS**

This report displays all students active and inactive, in order by teacher and then alphabetically by student name. Inactive students have an asterisk to the left of the student number on the report. The report includes student number, last name, first name, middle name, permanent ID number, sex, grade and birth date. The total number of active and inactive students will print at the bottom of the page.

Golden Eagle Elementary School							
9/10/2007							
2007-2008		STUDENT DIRECTORY by CLASS					Page 1
0001		Aldrich				1	
STU#	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grade	Birthdate
000008	Albarran	Shane	Isela	1958696980	F	K	4/2/2001
000009	Albarran Jr	David	Ferros	1958696981	F	K	11/10/2000
000023	Amaya	Timothy	Hayden	1958696991	M	K	3/28/2001
000064	Barbosa	James	Cristina	233053338	F	K	9/29/2001
000075	Beveridge	Ashlie	Taylor	233053358	F	K	6/15/2001
000166	Davis	Terrence	James	233053518	M	K	9/24/2001
000221	Foley	Jacqueline	LeAntane	233053618	F	K	11/4/2000
000326	Johnson	Jacqueline	DenJanae	233053817	F	K	9/14/2001
000365	Leiva	Rachel	Karla	233053883	F	K	1/29/2001
000410	Martinez	Jaclyn	Joann	233053954	F	K	11/16/2001
000451	Money	Linda	Alexandra	233054025	F	K	10/13/2001
000481	Oliver	Francois	Jordan	233054080	M	K	6/22/2001
000529	Przekop	Anthony	Aaron	233054146	M	K	2/5/2001
000629	Skirvin	Krysta	Katie	233054298	F	K	9/11/2001
000675	Turner	Kenneth	Michael	233054397	M	K	9/26/2001
000726	Willoughby	Edith	Kailey	233054486	F	K	5/24/2001
16 Students							

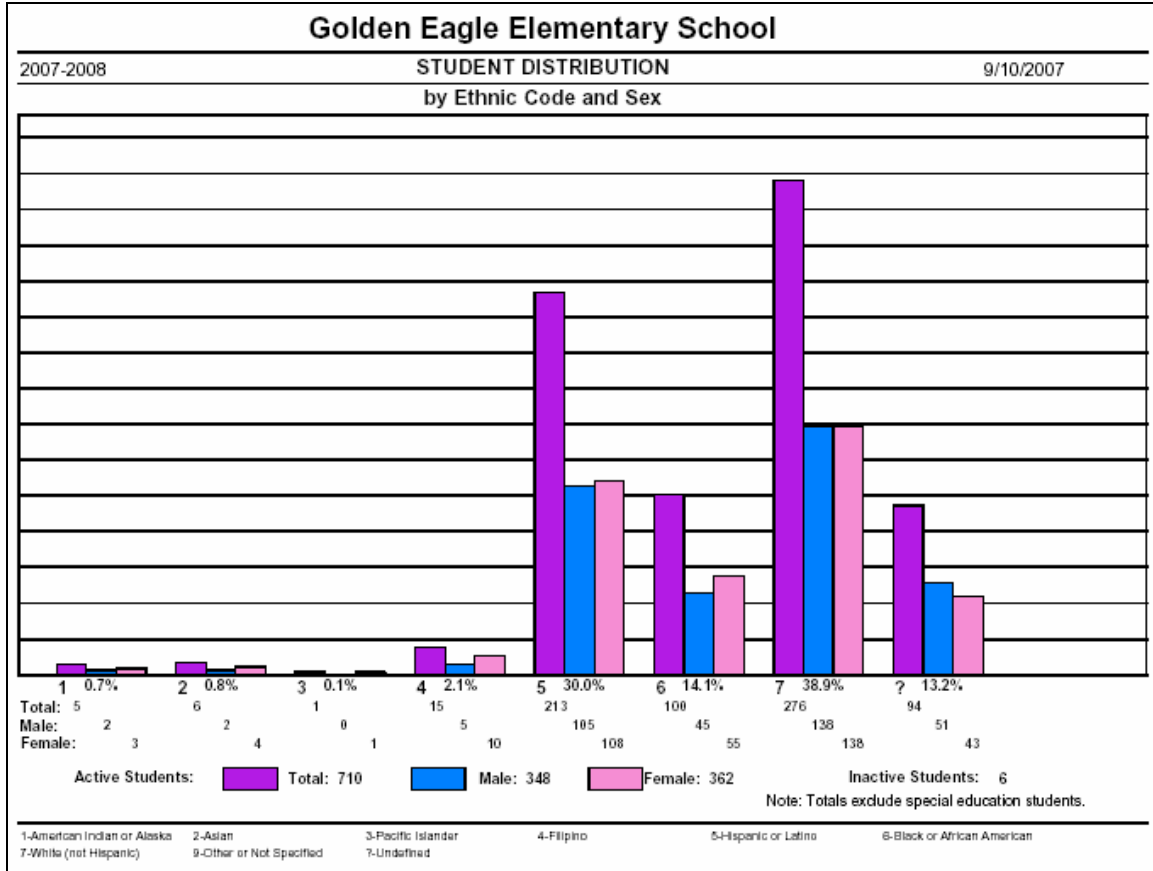
PRINT STUDENT DISTRIBUTION GRAPH

This report is a graph that displays total students, total girls and total boys by grade level.



PRINT ETHNIC DISTRIBUTION GRAPH

This report is a graph that lists total students, total girls and total boys by ethnic code.



STUDENT DIRECTORY BY ADDRESS - WIDE

This report displays all students active and inactive, in order by street name, and number. Inactive students have an asterisk to the left of their student number on the report. The report includes student number, last name, first name, sex, grade, birth date, parent/guardian, street address, city, zip code, grid code and home telephone number.

Golden Eagle Elementary School									
9/10/2007									
2007-2008 Student Directory by Mailing Address									
Page 1									
STU#	Student Name	Sex	Grd	Birthdate	Parent/Guardian	Mailing Address	City	Zipcode	GridCD Home Phone
000007	Alvarez, Abel Benny	M	4	4/19/1997	M/M A Alvarez	PP Box 2345	Eagle Rock	99999	0028A (777) 555-8241
000714	Weber, Altis Jessica	F	3	7/26/1998	M/M W Weber	PP Box 4373	Eagle Point	99998	0006D (777) 555-8599
000715	Weber, Janine Lisa	F	1	5/12/2000	M/M W Weber	PP box 4373	Eagle Point	99998	0029A (777) 555-8599
000670	Tuggerson, Jonathon Antoine	M	4	2/3/1997	M/M T Tuggerson	33675 112th St E	Eagle Rock	99999	0012B (777) 555-3341
000434	Mena, Arturo Andrew	M	6	8/19/1995	M/M M Mena	33344 116th St E	Eagle Rock	99999	0010 (777) 555-0534
000350	Kusumo, Lilia Sanggalih	F	2	10/30/1999	M/M K Kusumo	33756 116th St E	Eagle Point	99998	0029B (777) 555-6872
000351	Kusumo, Victoria Sanggalih	F	6	9/25/1995	M/M K Kusumo	33756 116th St E	Eagle Point	99998	0013 (777) 555-6872
000185	Donovan, Ray Justin	M	6	1/5/1995	M/M D Donovan	33902 200th St E #101	Eagle Rock	99999	0028C (777) 555-6754
000663	Todd, Giovanna Roxanne	F	6	9/7/1995	M/M T Todd	33902 200th St E #138	Eagle Point	99998	0028C (777) 555-1806
000665	Torres, Alyssa Tabitha	F	5	11/27/1996	M/M T Torres	33902 200th St E #137	Eagle Point	99998	0028C (777) 555-1160
000713	Webberley, Jordan Ryan	M	1	7/2/2000	M/M W Webberley	33902 200th St E #101	Eagle Rock	99999	0028C (777) 555-0806
000625	Simmons, Garrett Michael	M	5	3/19/1996	M/M S Simmons	33158 226th St E	Eagle Rock	99999	0006D (777) 555-0804
000617	Siffrin, Abee Emily	F	1	7/17/2000	M/M S Siffrin	33323 226th St E	Eagle Point	99998	0028B (777) 555-0667
000607	Sanchez, Laura Adriana	F	3	1/1/1998	M/M S Sanchez	33919 226th St E	Eagle Point	99998	0028A (777) 555-2904

LABELS TO PARENTS

These labels display 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.

These labels are designed to print on Avery 5160 labels for use on laser printers. The actual label dimensions are 1 inch by 2.7 inches.

M/M A AGUILAR RE: ANDREA AGUILAR 33512 LILLYVALE AVE EAGLE POINT CA 99998	M/M A AADASIAN RE: SAMUAL AADASIAN 5514 SUNBURST DR EAGLE ROCK CA 99999	ALICA ADAMS RE: ALVIN ABBOTT 124 OLD AUNTIE WAY EAGLE ROCK CA 99999
M/M A ABBOTT RE: ALVIN ABBOTT 12345 W. EAGLE ROCK EAGLE POINT CA 99999	M/M A ABBOTT RE: ALYCIA ABBOTT 12345 W EAGLE ROCK EAGLE POINT CA 99999	M/M A ABBOTT RE: ARTHUR ABBOTT 12345 W EAGLE ROCK EAGLE POINT CA 99999
M/M A. ABBOTT RE: AUSTIN ABBOTT 12345 W EAGLE ROCK EAGLE POINT CA 99999	M/M C ALTAMIRANO RE: CHRISTINA ALTAMIRANO 15641 PASADENA #H EAGLE POINT CA 99999	M/M W ALTOWAIJI RE: WALID ALTOWAIJI 1482 LANCE DRIVE EAGLE POINT CA 99999
M/M J ALVAREZ RE: JOSEPH ALVAREZ 1001 S. LYON ST #15 EAGLE POINT CA 99999	M/M A AMADO RE: ANGELA AMADO 13800 PARKCENTER LN #253 EAGLE POINT CA 99999	M/M T AN RE: TANIA AN 16522 LORELEI LANE EAGLE POINT CA 99999

LABELS TO STUDENT

This label displays 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.

These labels are designed to print on Avery 5160 labels for use on laser printers. The actual label dimensions are 1 inch by 2.7 inches.

ALLAN ABBOTT C/O M/M A ABBOTT 12345 W EAGLE ROCK EAGLE POINT, CA 99999	ALVIN ABBOTT C/O M/M A ABBOTT 12345 W. EAGLE ROCK EAGLE POINT, CA 99999	ALYCIA ABBOTT C/O M/M A ABBOTT 12345 W EAGLE ROCK EAGLE POINT, CA 99999
ARTHUR ABBOTT C/O M/M A ABBOTT 12345 W EAGLE ROCK EAGLE POINT, CA 99999	AUSTIN ABBOTT C/O M/M A. ABBOTT 12345 W EAGLE ROCK EAGLE POINT, CA 99999	CHRISTINA ALTAMIRANO C/O M/M C ALTAMIRANO 15641 PASADENA #H EAGLE POINT, CA 99999
WALID ALTOWAIJI C/O M/M W ALTOWAIJI 1482 LANCE DRIVE EAGLE POINT, CA 99999	AMMAR ALVARADO C/O M/M A ALVARADO 15510 WILLIAMS #B EAGLE POINT, CA 99999	JOSEPH ALVAREZ C/O M/M J ALVAREZ 1001 S. LYON ST #15 EAGLE POINT, CA 99999
ANGELA AMADO C/O M/M A AMADO 13800 PARKCENTER LN #253	TANIA AN C/O M/M T AN 16522 LORELEI LANE	AMANDA ANCHONDO C/O M/M A ANCHONDO 1520 E VANCE PL

1 PER FAMILY LABELS

This label displays 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.

These labels are designed to print on Avery 5160 labels for use on laser printers. The actual label dimensions are 1 inch by 2.7 inches.

M/M A AADASIAN C/O SAMUAL AADASIAN 5514 SUNBURST DR EAGLE ROCK CA 99999	M/M A. ABBOTT C/O AUSTIN ABBOTT 12345 W EAGLE ROCK EAGLE POINT CA 99999	M/M A AGUILAR C/O ANDREA AGUILAR 33512 LILLYVALE AVE EAGLE POINT CA 99998
M/M C ALTAMIRANO C/O CHRISTINA ALTAMIRANO 15641 PASADENA #H EAGLE POINT CA 99999	M/M W ALTOWAIJI C/O WALID ALTOWAIJI 1482 LANCE DRIVE EAGLE POINT CA 99999	M/M J ALVAREZ C/O JOSEPH ALVAREZ 1001 S. LYON ST #15 EAGLE POINT CA 99999
M/M A AMADO C/O ANGELA AMADO 13800 PARKCENTER LN #253 EAGLE POINT CA 99999	M/M T AN C/O TANIA AN 16522 LORELEI LANE EAGLE POINT CA 99999	M/M A ANCHONDO C/O AMANDA ANCHONDO 1520 E VANCE PL EAGLE POINT CA 99999
M/M V ANDRADE C/O VEANSA ANDRADE 10500 BRUNO DRIVE EAGLE POINT CA 99999	M/M K ANGELES C/O KEITH ANGELES 15742 WILLIAMS ST #10 EAGLE POINT CA 99999	M/M D ARAKI C/O DANIEL ARAKI 10590 BRUNO DRIVE EAGLE POINT CA 99999

PRINT GRID CODE DISTRIBUTION REPORT

This report displays total students in each grid code by grade level. The report will include a total number of students for all grades for each grid code.

Golden Eagle Elementary School														9/10/2007
2007-2008														Page 1
GRID CODE DISTRIBUTION REPORT														
Grid Code	K'garten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	All Grades
0001A	-	-	1	-	-	-	-	-	-	-	-	-	-	1
0006A	-	-	-	-	1	1	-	-	-	-	-	-	-	2
0006B	1	-	-	-	-	1	-	-	-	-	-	-	-	2
0006D	1	2	3	4	4	4	6	-	-	-	-	-	-	24
0006E	-	-	1	-	-	-	-	-	-	-	-	-	-	1
0006F	-	-	1	-	1	1	-	-	-	-	-	-	-	3
0007B	-	1	-	-	-	-	-	-	-	-	-	-	-	1
0008A	-	2	-	2	-	-	-	-	-	-	-	-	-	4
0008B	-	1	-	-	1	-	-	-	-	-	-	-	-	2
0010	-	-	-	-	-	1	2	-	-	-	-	-	-	3
0011A	-	2	1	-	1	-	-	-	-	-	-	-	-	4
0011B	-	-	2	-	1	1	1	-	-	-	-	-	-	5
0012B	-	-	-	-	1	1	-	-	-	-	-	-	-	2
0013	-	-	-	-	-	-	1	-	-	-	-	-	-	1
0019B	-	1	-	2	1	-	-	-	-	-	-	-	-	4
0024A	-	-	1	1	-	-	-	-	-	-	-	-	-	2
0024B	-	1	-	-	1	-	-	-	-	-	-	-	-	2
0025A	-	-	-	-	-	-	1	-	-	-	-	-	-	1
0026B	-	-	1	-	-	-	-	-	-	-	-	-	-	1
0026D	1	-	2	-	-	-	1	-	-	-	-	-	-	4
0028A	-	5	1	4	5	6	1	-	-	-	-	-	-	22
0028B	-	1	6	3	7	6	3	-	-	-	-	-	-	26
0028C	-	12	4	5	4	7	4	-	-	-	-	-	-	36
0028D	-	5	4	8	6	3	5	-	-	-	-	-	-	31
0029A	-	6	7	1	3	8	10	-	-	-	-	-	-	35
0029B	-	3	9	9	5	6	13	-	-	-	-	-	-	45
0029C	1	7	9	11	8	2	6	-	-	-	-	-	-	44
0029D	-	-	1	1	-	1	3	-	-	-	-	-	-	6
0030A	-	-	-	2	-	1	-	-	-	-	-	-	-	3
0030B	1	7	4	8	5	3	4	-	-	-	-	-	-	32
0030C	2	8	11	5	7	7	9	-	-	-	-	-	-	49
0030D	-	-	-	2	-	1	1	-	-	-	-	-	-	4
0030E	2	-	-	-	-	-	-	-	-	-	-	-	-	2
0030F	2	-	-	1	-	-	-	-	-	-	-	-	-	3
0031A	1	-	-	-	-	-	1	-	-	-	-	-	-	2
0032A	2	15	11	20	13	10	12	-	-	-	-	-	-	83
0032B	56	4	4	1	2	5	5	-	-	-	-	-	-	77
0032C	10	2	3	-	-	-	-	-	-	-	-	-	-	15
0032D	1	-	1	-	-	-	1	-	-	-	-	-	-	3

SUMMARY OF STUDENTS BY GRADE, ETHNICITY OR TRACK

This report displays the total number of students in the 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.

Golden Eagle Elementary School

2007-2008

Active Students by Grade

9/10/2007

Regular Program

Grade	Female	Male	Total
0	97	87	184
1	42	51	93
2	48	45	93
3	53	40	93
4	36	43	79
5	43	37	80
6	43	45	88
Program Total:	362	348	710

Independent Study

Grade	Female	Male	Total
1	0	1	1
2	0	1	1
3	1	0	1
4	0	1	1
Program Total:	1	3	4

SDC

Grade	Female	Male	Total
1	1	3	4
2	3	0	3
3	2	0	2
4	1	1	2
5	1	0	1
6	4	3	7
Program Total:	12	7	19
Grand Total:	375	358	733



Class Attendance – Elementary User Manual

September 10, 2007

CLASS ATTENDANCE

The **Class 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 **Class Attendance** form.

Classroom Attendance

2007-2008 Golden Eagle Elementary School 08/20/2007

Tch# 1 Teacher Name Aldrich Tag 1

Click on student's name to mark them ABSENT

Stu#	Student Name	Grd	Tr	Pr	Aug	20	21	22	23	24	27	28	29	30	31	03	04	05	06	07	10	11	12	13	14
000008	Albarran, Shane	K					T									*									
000009	Albarran Jr, David	K														*									
000023	Amaya, Timothy	K				A										*									
000064	Barbosa, James	K					I									*									
000075	Beveridge, Ashlie	K														*									
000166	Davis, Terrence	K									T					*									
000221	Foley, Jacqueline	K														*									
000326	Johnson, Jacqueline	K				A										*									
000365	Leiva, Rachel	K														*									
000410	Martinez, Jaclyn	K														*									
000451	Money, Linda	K														*									
000481	Oliver, Francois	K									T					*									
000529	Przekop, Anthony	K														*									
000629	Skirvin, Krysta	K														*									
000675	Turner, Kenneth	K					A									*									
000726	Willoughby, Edith	K														*									

Record: 1 of 16

LOCATE: Backward Get Forward

UPDATE: Absent Change Here Ill Tardy

Show Inactive Teachers? ☒ OTHER: eXit Print

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.

When **Class Attendance** is selected from the **Control Panel** a **Date Input Form** will display.



The image shows a 'Date Input Form' dialog box with a title bar containing a standard Windows icon and a close button (X). The main text inside the box says 'Please enter the correct date:'. Below this text is a date input field displaying '09/10/2007'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. An arrow points from the 'OK' button towards the text in the paragraph below.

The **date** displayed will be today's date. To change the date, type the date selected and click the **OK** button. The date entered is used with the **Update** function to flag absences for a particular day.

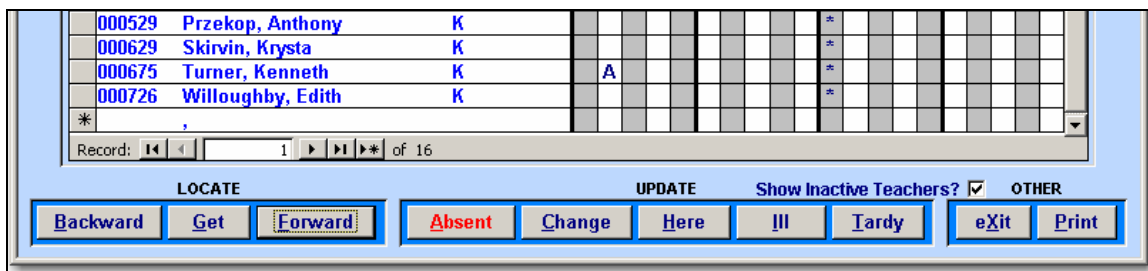


NOTE:

The **Class Attendance** form will display the entire attendance month for the date entered.

**CLASS
ATTENDANCE
FUNCTIONS**

The **Update** function utilizes absence codes, which includes **Absent**, **Change**, **Here**, **ILL** and **Tardy**. After selecting the **Update** function the button will display in **Red** until the function has been changed.



The image shows the 'Class Attendance' form. It features a table with student information and a grid for attendance tracking. The table has columns for ID, Name, and a code (K). The grid has columns for each day of the month. The 'Update' section at the bottom has buttons for 'Absent', 'Change', 'Here', 'ILL', and 'Tardy'. The 'Absent' button is highlighted in red. There are also 'LOCATE' buttons ('Backward', 'Get', 'Forward') and 'OTHER' buttons ('eXit', 'Print'). A 'Show Inactive Teachers?' checkbox is checked.

ID	Name	Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30	Day 31
000529	Przekop, Anthony	K																															
000629	Skirvin, Krysta	K																															
000675	Turner, Kenneth	K																															
000726	Willoughby, Edith	K																															

The **Class Attendance** can be updated by clicking the mouse on the student's name.



NOTE:

Update functions use the initial date entered when flagging an absence code.

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

Classroom Attendance

2007-2008 Golden Eagle Elementary School 08/20/2007

Tch# 1 Teacher Name Aldrich Tag

Click on student's name to mark them ABSENT

Stu#	Student Name	Grd	Tr	Pr	Aug	20	21	22	23	24	27	28	29	30	31	03	04	05	06	07	10	11	12	13	14
000008	Albarran, Shane	K					T									*									
000009	Albarran Jr, David	K														*									
000023	Amaya, Timothy	K				A										*									

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

DISPLAY CLASS ATTENDANCE RECORDS

To display **Class Attendance** records for a particular teacher, use the **Locate** functions. The attendance for the month will display for all students in this class.

Clicking the mouse on the **Forward** button will display the **Class Attendance** alphabetically by teacher name.

VIEW ALL STUDENTS

All students may not display on one page depending on the class size. To view the remaining students, click the mouse on the **SCROLL down arrow** until the student selected displays.

Classroom Attendance

2007-2008 Golden Eagle Elementary School 08/20/2007

Tch# 1 Teacher Name Aldrich Tag

Click on student's name to mark them ABSENT

Stu#	Student Name	Grd	Tr	Pr	Aug	20	21	22	23	24	27	28	29	30	31	03	04	05	06	07	10	11	12	13	14
000008	Albarran, Shane	K					T									*									
000009	Albarran Jr, David	K														*									
000023	Amaya, Timothy	K				A										*									
000064	Barbosa, James	K						I								*									
000075	Beveridge, Ashlie	K														*									
000166	Davis, Terrence	K									T					*									
000221	Foley, Jacqueline	K														*									
000326	Johnson, Jacqueline	K				A										*									
000365	Leiva, Rachel	K														*									
000410	Martinez, Jaclyn	K														*									
000451	Money, Linda	K														*									
000481	Oliver, Francois	K									T					*									
000529	Przekop, Anthony	K														*									
000629	Skirvin, Krysta	K														*									
000675	Turner, Kenneth	K					A									*									
000726	Willoughby, Edith	K														*									

Record: 1 of 16

LOCATE UPDATE Show Inactive Teachers? ☒ OTHER

Backward Get Forward Absent Change Here Ill Tardy eXit Print

Students can also be displayed by using the record selection option. By clicking the mouse on the **arrow**, individual student records can be selected.

The screenshot shows a window with a list of students on the left and a date grid on the right. The students listed are: 000529 Przekop, Anthony (K), 000629 Skirvin, Krysta (K), 000675 Turner, Kenneth (K), and 000726 Willoughby, Edith (K). The date grid has columns for months and days. Below the grid is a record selection bar with buttons: Backward, Get, Forward, Absent, Change, Here, Ill, Tardy, eXit, and Print. An arrow points to the 'arrow' button in the record selection area.

As the record is selected the cursor will display in the first date field for the student selected.

TO MARK A STUDENT ABSENT

Click the mouse on the **Absent** button. At the top of the form, **Click on student's name to mark them ABSENT** will display and the **Absent** button will display in **red**.

The screenshot shows the 'Classroom Attendance' window for Golden Eagle Elementary School on 09/10/2007. It displays a list of students and a date grid. The 'Absent' button is highlighted in red. The text 'Click on student's name to mark them ABSENT' is displayed at the top of the form. The students listed are: 000008 Albarran, Shane (K), 000009 Albarran Jr, David (K), 000023 Amaya, Timothy (K), 000064 Barbosa, James (K), 000075 Beveridge, Ashlie (K), 000166 Davis, Terrence (K), 000221 Foley, Jacqueline (K), 000326 Johnson, Jacqueline (K), 000365 Leiva, Rachel (K), 000410 Martinez, Jaclyn (K), 000451 Money, Linda (K), 000481 Oliver, Francois (K), 000529 Przekop, Anthony (K), 000629 Skirvin, Krysta (K), 000675 Turner, Kenneth (K), and 000726 Willoughby, Edith (K). The date grid has columns for months and days. Below the grid is a record selection bar with buttons: Backward, Get, Forward, Absent, Change, Here, Ill, Tardy, eXit, and Print. The 'Absent' button is highlighted in red.

Click the mouse on the **student's** name. An **A** will display for the date selected. Continue to click on students who are to be marked absent.

NOTE:

Update functions use the initial date entered when flagging an absence code.

TO CHANGE AN ABSENCE CODE

Click the mouse on the **Change** button. The cursor will display on the last student previously flagged with an absent code.

Press the **Tab** key until the cursor is on the date to be changed. Type the absent code over the current code displayed. The following message will display.

Click the mouse on the **Yes** button. Press **Enter**.



NOTE:

Prior to pressing **ENTER** the change can be cancelled by pressing the **ESC** key. The original data will be redisplayed.

TO MARK A STUDENT PRESENT

Click the mouse on the **Here** button. At the top of the form, the message - **Click on student's name to mark them PRESENT** will display and the **Here** button will display in **red**.

Classroom Attendance

2007-2008 Golden Eagle Elementary School 09/10/2007

Tch# 1 Teacher Name Aldrich Tag

Click on student's names to mark them PRESENT

Stu#	Student Name	Grd	Tr	Pr	Aug	20	21	22	23	24	27	28	29	30	31	03	04	05	06	07	10	11	12	13	14
000008	Albarran, Shane	K					T									*									
000009	Albarran Jr, David	K														*									
000023	Amaya, Timothy	K				A										*									
000064	Barbosa, James	K					I									*									
000075	Beveridge, Ashlie	K														*									
000166	Davis, Terrence	K									T					*									
000221	Foley, Jacqueline	K														*									
000326	Johnson, Jacqueline	K				A										*									
000365	Leiva, Rachel	K														*									
000410	Martinez, Jacklyn	K														*									
000451	Money, Linda	K														*									
000481	Oliver, Francois	K									T					*									
000529	Przekop, Anthony	K														*									
000629	Skirvin, Krysta	K														*									
000675	Turner, Kenneth	K					A									*									
000726	Willoughby, Edith	K														*									

Record: 13 of 16

LOCATE: Backward Get Forward

UPDATE: Absent Change **Here** Ill Tardy

Show Inactive Teachers? ☒ OTHER: eXit Print

Click the mouse on the student's name. The following message will display.

REPLACE PREVIOUS CODE?

Replace previous attendance code?

Yes No

Click the mouse on the **Yes** button and the absence code will be removed for the entry date. The **Here** button will remain active until a different **Update** button has been selected.

TO MARK A STUDENT ILL

Click the mouse on the **ILL** button. At the top of the screen the message - **Click on students name to mark them ILL** will display and the **ILL** button will display in **red**.

The screenshot shows the 'Classroom Attendance' window for Golden Eagle Elementary School on 09/10/2007. The teacher is Aldrich. A message at the top says 'Click on student's names to mark them ILL'. The 'ILL' button in the bottom toolbar is highlighted in red. The attendance grid shows students with various attendance marks (T, A, I) for the month of August.

Stu#	Student Name	Grd	Tr	Pr	Aug 20	21	22	23	24	27	28	29	30	31	03	04	05	06	07	10	11	12	13	14
000008	Albarran, Shane	K				T									*									
000009	Albarran Jr, David	K													*									
000023	Amaya, Timothy	K			A										*					I				
000064	Barbosa, James	K					I								*									
000075	Beveridge, Ashlie	K													*									
000166	Davis, Terrence	K								T					*									
000221	Foley, Jacqueline	K													*									

Click the mouse on the student's name. An **I** will display for the date selected. Continue to click on students who are to be marked ill. The **ILL** button will remain active until a different **Update** button has been selected.

TO MARK A STUDENT TARDY

Click the mouse on the **Tardy** button. At the top of the screen the message - **Click on students name to mark them TARDY** will display and the **Tardy** button will display in **red**.

The screenshot shows the 'Classroom Attendance' window with a different set of students. The 'Tardy' button in the bottom toolbar is highlighted in red. The attendance grid shows students with various attendance marks (A, T) for the month of August.

Stu#	Student Name	Grd	Tr	Pr	Aug 20	21	22	23	24	27	28	29	30	31	03	04	05	06	07	10	11	12	13	14
000221	Foley, Jacqueline	K													*									
000326	Johnson, Jacqueline	K			A										*									
000365	Leiva, Rachel	K													*									
000410	Martinez, Jaclyn	K													*									
000451	Money, Linda	K													*									
000481	Oliver, Francois	K								T					*									
000529	Przekop, Anthony	K													*									
000629	Skirvin, Krysta	K													*									
000675	Turner, Kenneth	K			A										*									
000726	Willoughby, Edith	K													*									

Click the mouse on the student's name. A **T** will display for the date selected. Continue to click on students who are to be marked tardy. The **Tardy** button will remain active until a different **Update** button has been selected.

**TO PRINT A
CLASS
ROSTER**

Click the mouse on the **Print** button to print a listing of the current **Class Roster** and all student absence records. The following is an example of the **Class Roster**.

Golden Eagle Elementary School

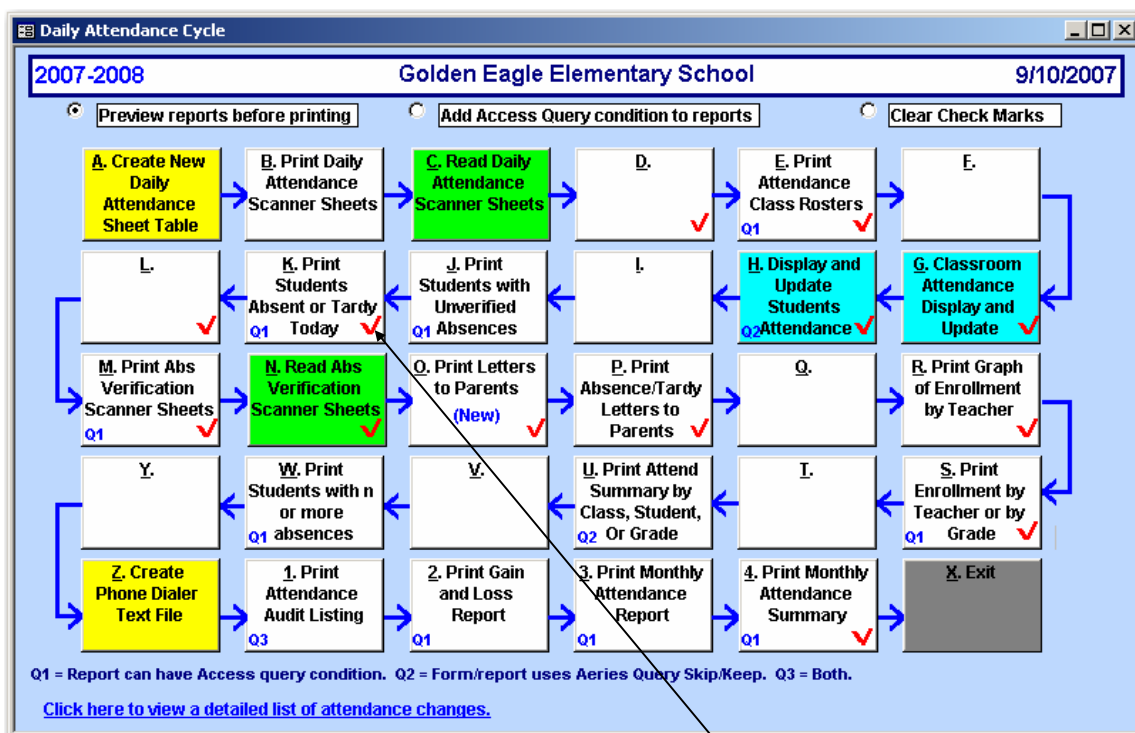
Classroom Attendance Report			Teacher: Aldrich					Room: 1					Month# 01 07-08				
Stu-ID	Student Name	Grd Trk Prg	08/20-08/24					08/27-08/31					09/03-09/07				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
000009	Albarran Jr, David F	K											*				
000008	Albarran, Shane I	K		T									*				
000023	Amaya, Timothy H	K	A										*			I	
000064	Barbosa, James C	K			I								*				
000075	Beveridge, Ashlie T	K											*				
000166	Davis, Terrenoe J	K					T						*				
000221	Foley, Jacqueline L	K											*				
000326	Johnson, Jacqueline D	K	A										*				
000365	Leiva, Rachel K	K											*				
000410	Martinez, Jaclyn J	K											*				
000451	Money, Linda A	K											*				
000481	Oliver, Francois J	K					T						*			T	
000529	Przekop, Anthony A	K											*				
000629	Skirvin, Krysta K	K											*				
000675	Turner, Kenneth M	K		A									*				
000726	Willoughby, Edith K	K											*				

Daily Attendance Cycle – Elementary User Manual

September 14, 2007

DAILY ATTENDANCE CYCLE

The **Daily Attendance Cycle** form displays various programs and reports utilized to perform the daily attendance. The form is color coded to visually display which steps are processing steps (yellow), printed reports (white boxes), scanner sheets (green), or forms for displaying and updating data (blue.)



As each step is performed a **red check mark** will display in the right hand corner of the button. Once the attendance has been updated and **ALL** monthly reports have been created, clear the red check marks from the form.



NOTE:

The 'Clear Check Marks' button at the top right hand of the page is utilized to clear the red check marks. Do not clear the form until all of the end-of-the-month reports have been printed.

PRINT PREVIEW

The **Attendance Cycle** form has the option to preview reports prior to printing. The option to preview reports button will automatically default and will contain a **dark dot** in the center of the circle.

The screenshot shows the 'Daily Attendance Cycle' window for 'Golden Eagle Elementary School' on '9/10/2007'. It features three radio buttons at the top: 'Preview reports before printing' (selected), 'Add Access Query condition to reports', and 'Clear Check Marks'. Below is a grid of 18 report boxes arranged in three rows and six columns, connected by arrows indicating a sequence. Each box contains a lettered title and a checkmark in the bottom right corner. A line from the 'Preview reports before printing' button points to the top-left box, 'A. Create New Daily Attendance Sheet Table'.

A. Create New Daily Attendance Sheet Table	B. Print Daily Attendance Scanner Sheets	C. Read Daily Attendance Scanner Sheets	D.	E. Print Attendance Class Rosters	E.
L.	K. Print Students Absent or Tardy Today	J. Print Students with Unverified Absences	I.	H. Display and Update Students Attendance	G. Classroom Attendance Display and Update
M. Print Abs Verification Scanner Sheets	N. Read Abs Verification Scanner Sheets	O. Print Letters to Parents (New)	P. Print Absence/Tardy Letters to Parents	Q.	R. Print Graph of Enrollment by Teacher

To send all reports to the printer and not review, click the mouse on the circle and the dark dot in the center will no longer display. Any report selected will now automatically be sent to the printer.

QUERY CONDITION

This form allows **query conditions** to be added to select certain criteria for the reports generated.

This screenshot is similar to the previous one but shows the 'Add Access Query condition to reports' radio button selected. The 'Preview reports before printing' button is now unselected. The grid of reports remains the same.

Each report has certain query conditions that can be utilized with **Access** query or **Aeries™** query. At the far left corner of the box a code displays that indicates which query conditions can be utilized by this report.

- Q1** - indicates that only **Access** query can be utilized.
- Q2** - indicates that only **Aeries™** query can be utilized.
- Q3** - indicates that either one of these queries can be utilized.



NOTE:

Being familiar with query is suggested if utilizing the query options with these reports.

To add a query condition to a report, click the mouse on the **Add Query Condition** option.

The **Attendance Cycle** form will display the following text box. Take note to the message that displays on the form. **Access** query is different than **Aeries™** query. **Access** will not require 'IF' to be entered into the query statement.

In the text box type a query “**IF**” condition. To print only 5th Grade students type **gr = 5** in the text box. Then the report selected to print would only include 5th grade students.

At the bottom of the form the query statement will display in **red**.

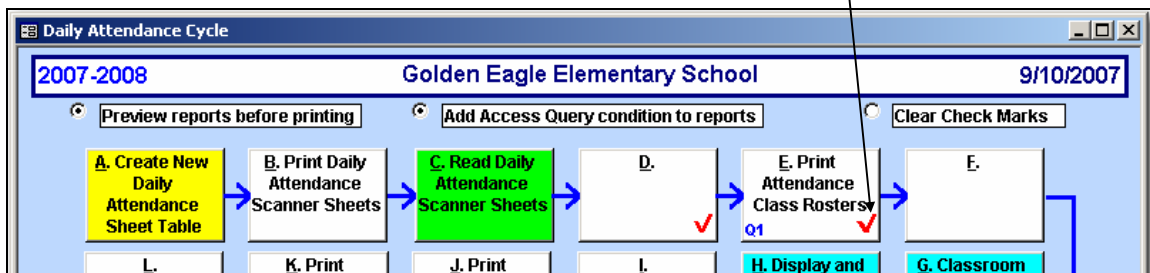


When using Access Query certain standards must be utilized. All alphanumeric (non-numeric) fields must be surrounded by quotes. All numeric fields do not require quotes.

Pay close attention to the criteria that is selected for queries. For instance, if a report does not contain teacher information the selection cannot be made for a particular teacher to print.

CLEAR CHECKMARKS

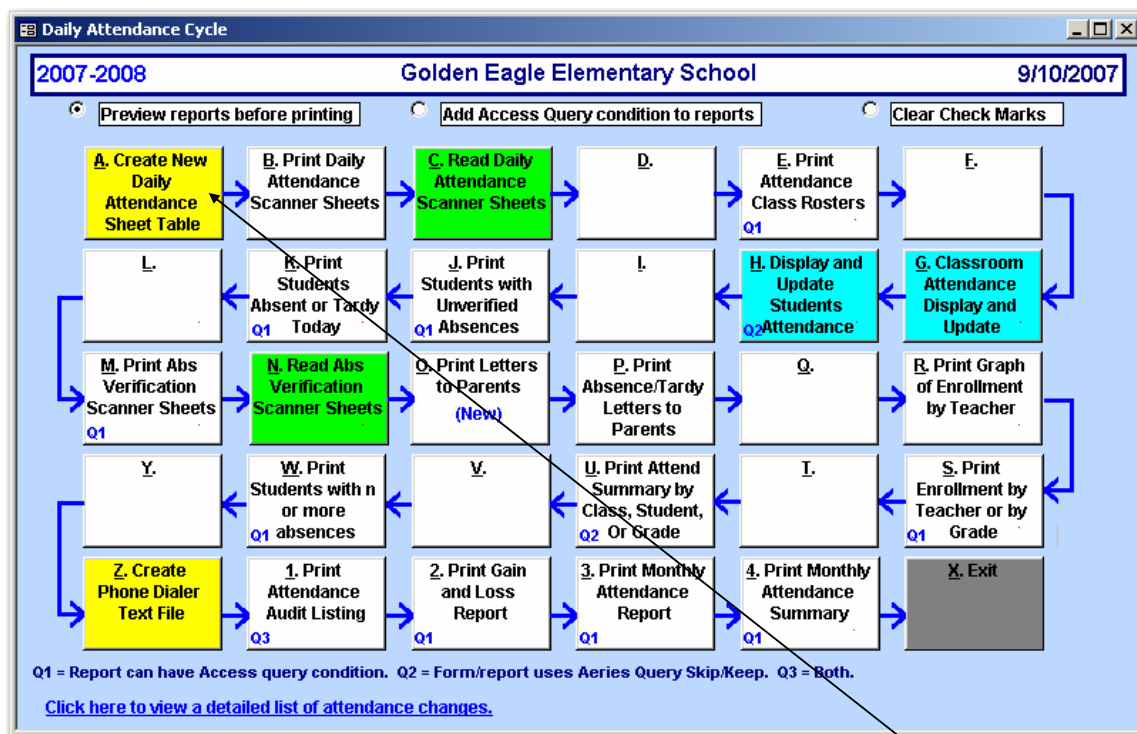
The **Attendance Cycle** form will keep track of all programs that have been accessed throughout the current month. A red check mark is placed in the bottom right hand **corner** of each button.



To clear the check marks, click the mouse on the **Clear Checkmarks** button in the top right hand corner of the form.

CREATE NEW DAILY ATTENDANCE SHEET TABLE

The **Create New Daily Attendance Sheet Table** is utilized to create a table containing the current class enrollment for each teacher. Once this table is created, scanner sheets can be printed for the teachers to keep track of each student's attendance.



Click the mouse on the **Create New Daily Attendance Sheet Table** button to create the daily attendance sheet table

The **Create New Daily Attendance Sheet Table** form will display that contains all dates previously setup in **School Calendar**. The assigned school **week** will display to the left of the starting date.

To create a new sheet table, click the mouse on the small **circle** next to the week number and starting date selected.

2007-2008 Golden Eagle Elementary School 9/10/2007

Select Attendance Week:

Week-Date	Week-Date	Week-Date	Week-Date	Week-Date
<input type="radio"/> 01-08/20/2007	<input type="radio"/> 13-11/12/2007	<input type="radio"/> 25-02/04/2008	<input type="radio"/> 37-04/28/2008	<input type="radio"/>
<input type="radio"/> 02-08/27/2007	<input type="radio"/> 14-11/19/2007	<input type="radio"/> 26-02/11/2008	<input type="radio"/> 38-05/05/2008	<input type="radio"/>
<input type="radio"/> 03-09/03/2007	<input type="radio"/> 15-11/26/2007	<input type="radio"/> 27-02/18/2008	<input type="radio"/> 39-05/12/2008	<input type="radio"/>
<input checked="" type="radio"/> 04-09/10/2007	<input type="radio"/> 16-12/03/2007	<input type="radio"/> 28-02/25/2008	<input type="radio"/> 40-05/19/2008	<input type="radio"/>
<input type="radio"/> 05-09/17/2007	<input type="radio"/> 17-12/10/2007	<input type="radio"/> 29-03/03/2008	<input type="radio"/> 41-05/26/2008	<input type="radio"/>
<input type="radio"/> 06-09/24/2007	<input type="radio"/> 18-12/17/2007	<input type="radio"/> 30-03/10/2008	<input type="radio"/> 42-06/02/2008	<input type="radio"/>
<input type="radio"/> 07-10/01/2007	<input type="radio"/> 19-12/24/2007	<input type="radio"/> 31-03/17/2008	<input type="radio"/> 43-06/09/2008	<input type="radio"/>
<input type="radio"/> 08-10/08/2007	<input type="radio"/> 20-12/31/2007	<input type="radio"/> 32-03/24/2008	<input type="radio"/> 44-06/16/2008	<input type="radio"/>
<input type="radio"/> 09-10/15/2007	<input type="radio"/> 21-01/07/2008	<input type="radio"/> 33-03/31/2008		<input type="radio"/>
<input type="radio"/> 10-10/22/2007	<input type="radio"/> 22-01/14/2008	<input type="radio"/> 34-04/07/2008		<input type="radio"/>
<input type="radio"/> 11-10/29/2007	<input type="radio"/> 23-01/21/2008	<input type="radio"/> 35-04/14/2008		<input type="radio"/>
<input type="radio"/> 12-11/05/2007	<input type="radio"/> 24-01/28/2008	<input type="radio"/> 36-04/21/2008		<input type="radio"/>

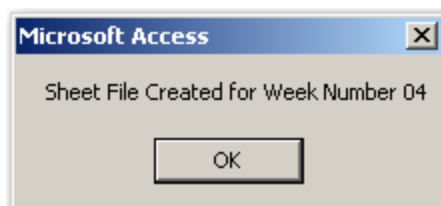
Students per sheet:

☐ 54 - 27 channel (1400/2700)

☒ 44 - 48 channel (8200/2000)

CREATE EXIT

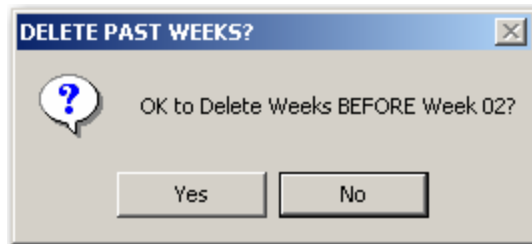
Verify the **Students per Sheet** is set to the correct channel for the scanner setting. This will setup the correct number of students to print per each scanner sheet. Click the mouse on the **CREATE** button and the sheet file will be created. The following message will display.



NOTE:

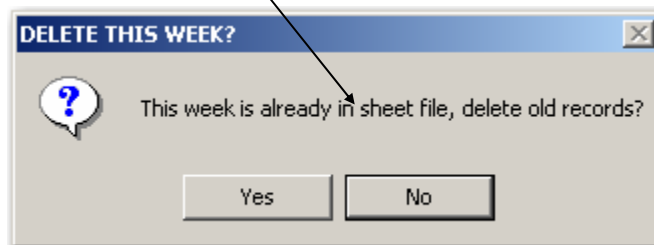
It is crucial that the “Student’s per Sheet” area is set correctly for the type of scanner being used.

After the school year has started and previous sheet tables have been created, the system will automatically delete any sheet record more than 3 weeks old. The following message will display.



Verify that it is ok to delete the **Week** displayed. Click the mouse on the **Yes** button.

If the following message displays, the sheet table has already been created for the week selected. Click the mouse on the **No** button.

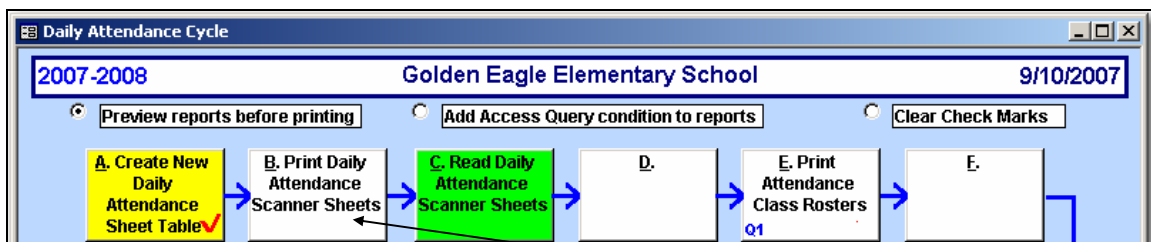


NOTE:

DO NOT click the mouse on the **YES** button. Verify the correct week has been selected. If the mouse is clicked on the **YES** button the attendance sheet table currently in use may be deleted.

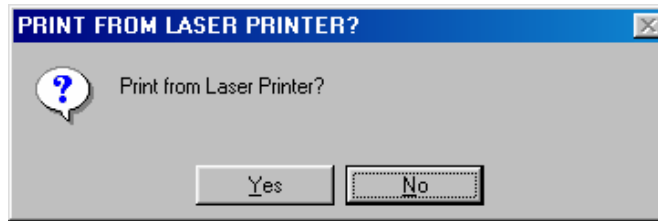
PRINT DAILY ATTENDANCE SCANNER SHEETS

After the sheet table has been created, the daily attendance scanner sheets can be printed. Prior to printing the scanner sheets, verify the **RED** check mark displays indicating the sheet table has been created for the current attendance cycle.

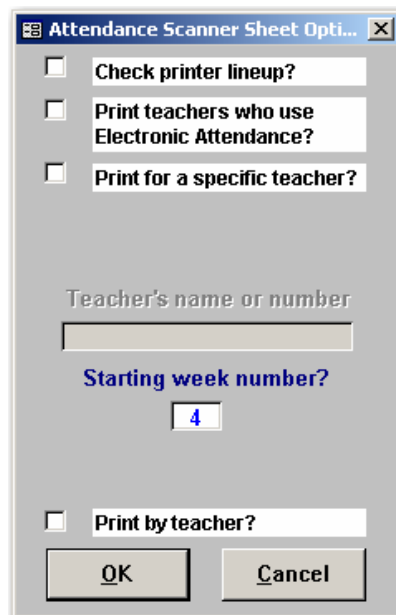


Click the mouse on the **Print Daily Attendance Scanner Sheets** button to print the scanner sheet.

The following message will display. To print the scanner sheets on continuous forms, click the mouse on the **No** button.



To print from a laser printer, click the mouse on the **Yes** button. The following options will display. If the printer lineup does not need to be checked, leave the check box empty and proceed to **Print teachers who use Electronic Attendance**.



To verify that the lineup is correct for printing the scanner sheets, click the mouse in the **box**.

To **Print for a specific teacher** click in the box and fill in the teachers name or number. To sort the printout by teacher click in the box by **Print by Teacher?**

The dialog box titled "Attendance Scanner Sheet Opti..." contains the following options:

- ☐ Check printer lineup?
- ☐ Print teachers who use Electronic Attendance?
- ☐ Print for a specific teacher?

Below these options is a text input field labeled "Teacher's name or number".

Below that is a label "Starting week number?" followed by a text input field containing the number "4".

At the bottom is a checkbox labeled "Print by teacher?".

At the very bottom are "OK" and "Cancel" buttons.

If **Check printer lineup** box is checked the following form will display.

The dialog box titled "printer margin adjustment for scanner forms : Form" has a subtitle "Print Daily Attendance Scanner Sheets/44 line/laser".

It is divided into two main sections: "SHEET NUMBER BUBBLES" and "STUDENT NAMES".

SHEET NUMBER BUBBLES section:

- Top Margin: 0. Below it, text says "INCREASE this value to move the sheet bubbles DOWN the page, and vice-versa." There are minus and plus buttons.
- Left Margin: 0. Below it, text says "INCREASE this value to move the bubbles RIGHT. Decrease to move LEFT." There are minus and plus buttons.

STUDENT NAMES section:

- Top Margin: 0. Below it, text says "INCREASE this value to move the students DOWN the page." There are minus and plus buttons.
- Left Margin: 0. Below it, text says "INCREASE this value to move the students RIGHT. Decrease to move LEFT." There are minus and plus buttons.

On the right side, there are two preview windows showing the layout of bubbles and student names. Below the top preview is a "Print Test Page" button. Below the bottom preview is an "eXit" button.

To test the lineup, click the mouse on the **Print Test Page** button. A test page will print to determine if the scan sheet bubbles need to be aligned. Use this test page to determine whether the left side or top margins need to be adjusted.

To align the scan sheets, click the mouse on the + or - button for the margin selected.

The margin will adjust and the number will either **increase** or **decrease**. Click the mouse on the **Print Test Page**. Once it has been verified that the bubbles are aligned appropriately, click the mouse on the **Exit** button.

The scanner sheet will display on the form. Verify the information is correct. Click the mouse on the **printer** icon to print the scan sheets displayed.

	04/17	04/18	04/19	04/20	04/21	04/24	04/25	04/26	04/27	04/28
1 00031 Abbott, Alvin A.										
2 00002 Abbott, Alycia A.										
3 000147 Abbott, Arthur A.										
4 000331 Abbott, Austin A.										
5 000421 Altamirano, Christina C.										
6 000157 Altowaiji, Walid W.										
7 000502 Alvarez, Joseph J.										
8 000482 Amado, Angela A.										
9 000507 An, Tania T.										
10 000227 Anchondo, Amanda A.										
11 000206 Anchondo, Shadira S.										
12 000319 Andrade, Veansa V.										
13 000437 Angeles, Keith K.										
14 000024 Araki, Daniel D.										
15 000148 Araki, Daniel D.										

The following is an example of the scanner sheet.

ATTENDANCE REPORT FORM

Eagle Point Elementary School
WEEK: 32 SHEET: 0001
For the period from: 04/17/2000
through: 04/28/2000
Teacher No: 1
Teacher Name: Kellogg

TEACHER'S SIGNATURE _____

USE A NO. 2 PENCIL ONLY

STUDENT NAME AND NUMBER		04/17	04/18	04/19	04/20	04/21	04/24	04/25	04/26	04/27	04/28
		M	T	W	TH	F	M	T	W	TH	F
1	000031 Abbott, Alvin A. M 1	A	T	A	T	A	T	A	T	A	T
2	000002 Abbott, Alycia A. F 1	A	T	A	T	A	T	A	T	A	T
3	000147 Abbott, Arthur A. M 3	A	T	A	T	A	T	A	T	A	T
4	000331 Abbott, Austin A. M 5	A	T	A	T	A	T	A	T	A	T
5	000421 Altamirano, Christina C. F 1	A	T	A	T	A	T	A	T	A	T
6	000157 Altowaiji, Walid W. M 3	A	T	A	T	A	T	A	T	A	T
7	000502 Alvarez, Joseph J. M 3	A	T	A	T	A	T	A	T	A	T
8	000482 Amado, Angela A. F 3	A	T	A	T	A	T	A	T	A	T
9	000507 An, Tania T. M 4	A	T	A	T	A	T	A	T	A	T
10	000227 Anchondo, Amanda A. F 3	A	T	A	T	A	T	A	T	A	T
11	000206 Anchondo, Shadira S. F 1	A	T	A	T	A	T	A	T	A	T
12	000319 Andrade, Veansa V. M 1	A	T	A	T	A	T	A	T	A	T
13	000437 Angeles, Keith K. M 1	A	T	A	T	A	T	A	T	A	T
14	000024 Araki, Daniel D. M 3	A	T	A	T	A	T	A	T	A	T
15	000449 Archer, Dayn D. M 1	A	T	A	T	A	T	A	T	A	T
16	000059 Austin, Vanessa V. F 2	A	T	A	T	A	T	A	T	A	T
17	000367 Autry, Juan J. M 2	A	T	A	T	A	T	A	T	A	T
18	000086 Aziz, Donald D. M 3	A	T	A	T	A	T	A	T	A	T
19	000085 Aziz, Nicole N. F 5	A	T	A	T	A	T	A	T	A	T
20	000060 Baecker, Asra A. F 2	A	T	A	T	A	T	A	T	A	T
21	000340 Baller, Areeb A. M 5	A	T	A	T	A	T	A	T	A	T
22	000395 Barants, Lindsay L. F 2	A	T	A	T	A	T	A	T	A	T
23	000247 Berez, Jeffery J. M 4	A	T	A	T	A	T	A	T	A	T

EAD DAILY ATTENDANCE SCANNER SHEETS

To scan the daily attendance scanner sheets, click the mouse on the **Read Daily Attendance Scanner Sheet** button

Daily Attendance Cycle

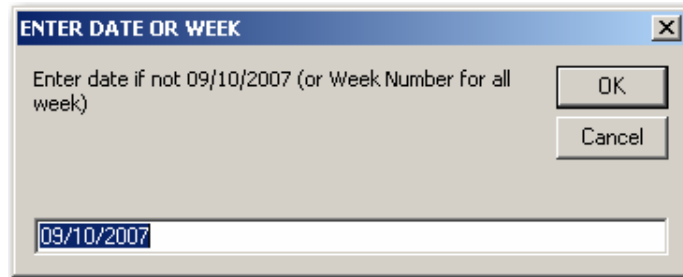
2007-2008 Golden Eagle Elementary School 9/10/2007

☒ Preview reports before printing ☐ Add Access Query condition to reports ☐ Clear Check Marks

A. Create New Daily Attendance Sheet Table ✓ → B. Print Daily Attendance Scanner Sheets ✓ → C. Read Daily Attendance Scanner Sheets → D. → E. Print Attendance Class Rosters → F.

Q1

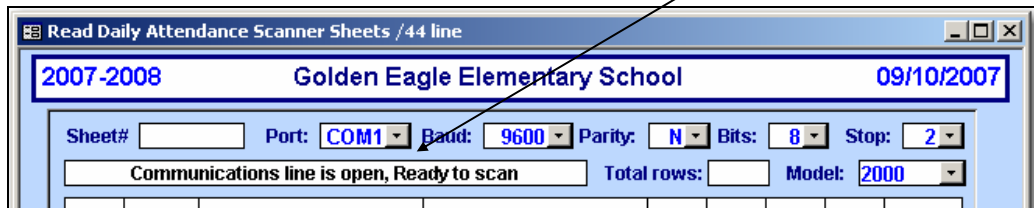
The following text box will display. Type the date scanned in the text box. To scan the complete week, type the week number. Click the mouse on the **OK** button.



A dialog box titled "ENTER DATE OR WEEK" with a close button (X) in the top right corner. The text inside says "Enter date if not 09/10/2007 (or Week Number for all week)". There are two buttons: "OK" and "Cancel". At the bottom, there is a text input field containing the date "09/10/2007".

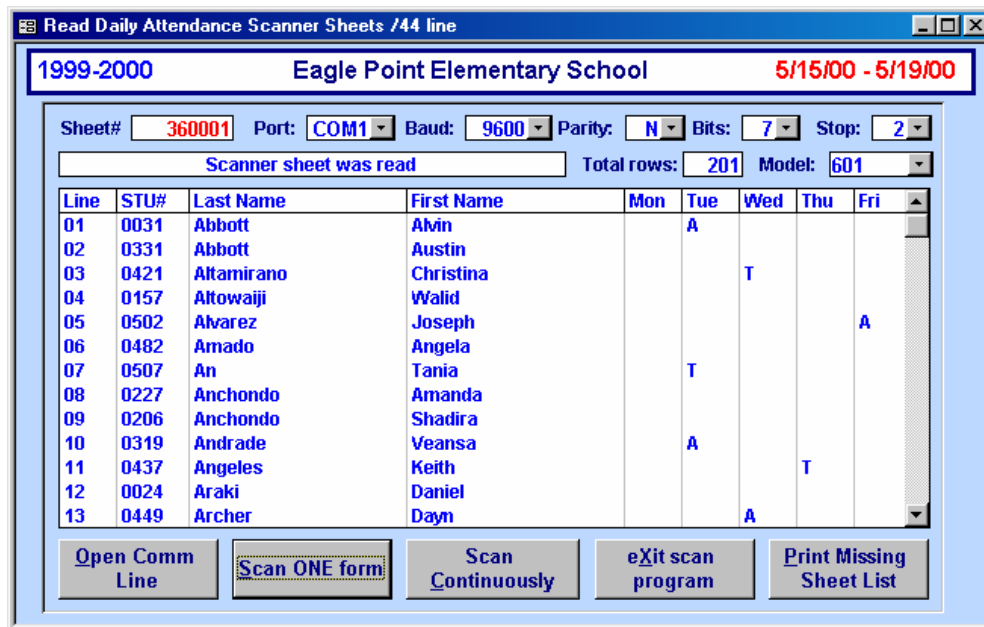
NOTE: To scan previous day's attendance the date must be changed or a week number must entered.

The following form will display. At the top of the form the message, **Communication Line is open, Ready to scan** should display.



A form titled "Read Daily Attendance Scanner Sheets /44 line". It has a header bar with "2007-2008", "Golden Eagle Elementary School", and "09/10/2007". Below the header, there are fields for "Sheet#" (empty), "Port:" (COM1), "Baud:" (9600), "Parity:" (N), "Bits:" (8), and "Stop:" (2). A status bar at the bottom says "Communications line is open, Ready to scan". There are also fields for "Total rows:" (empty) and "Model:" (2000).

Place the scanner sheets into the scanner. To test the scanner is working properly click the mouse on the **Scan One form** button. The message, **Scanner Sheet was Read** should display.



A form titled "Read Daily Attendance Scanner Sheets /44 line". It has a header bar with "1999-2000", "Eagle Point Elementary School", and "5/15/00 - 5/19/00". Below the header, there are fields for "Sheet#" (360001), "Port:" (COM1), "Baud:" (9600), "Parity:" (N), "Bits:" (7), and "Stop:" (2). A status bar at the bottom says "Scanner sheet was read". There are also fields for "Total rows:" (201) and "Model:" (601). Below the status bar is a table with columns: Line, STU#, Last Name, First Name, Mon, Tue, Wed, Thu, Fri. The table contains 13 rows of student data. At the bottom of the form are five buttons: "Open Comm Line", "Scan ONE form", "Scan Continuously", "eXit scan program", and "Print Missing Sheet List".

Line	STU#	Last Name	First Name	Mon	Tue	Wed	Thu	Fri
01	0031	Abbott	Alvin		A			
02	0331	Abbott	Austin					
03	0421	Altamirano	Christina			T		
04	0157	Altowaiji	Walid					
05	0502	Alvarez	Joseph					A
06	0482	Amado	Angela					
07	0507	An	Tania		T			
08	0227	Anchondo	Amanda					
09	0206	Anchondo	Shadira					
10	0319	Andrade	Veansa		A			
11	0437	Angeles	Keith				T	
12	0024	Araki	Daniel					
13	0449	Archer	Dayn			A		

Click the mouse on the **Scan Continuously** button. The scanner will begin scanning the attendance sheets and the message, **Scanner Sheet was Read** should display after each sheet. The attendance marks scanned will display next to the student on the form.

ERROR MESSAGES

If an error messages display at the top of the screen there may be problems with the scanner. Click the mouse on the **Exit Scan Program** button. Try and scan the sheets again.

Examples of error messages:

- **Sheet Number Misread As ##**
- **Nothing was read from the scanner**
- **Waiting for scanner input (Click on STOP to stop)**



NOTE:

If several attempts to scan still produce errors, exit the scan program and try the **Scanner Test** form in **Miscellaneous Functions**.

EXIT SCAN PROGRAM

After all sheets have been scanned, press the **Exit Scan Program** button on the scanner.

**PRINT
MISSING
SHEET LIST**

After all sheets have been scanned, a list can be printed of missing scanner sheets. Click the mouse on the **Print Missing Sheet List** button in the bottom right corner.

Line	STU#	Last Name	First Name	Mon	Tue	Wed	Thu	Fri
01	0031	Abbott	Alvin		A			
02	0331	Abbott	Austin					
03	0421	Altamirano	Christina			T		
04	0157	Altowaiji	Walid					
05	0502	Alvarez	Joseph					A
06	0482	Amado	Angela					
07	0507	An	Tania		T			
08	0227	Anchondo	Amanda					
09	0206	Anchondo	Shadira					
10	0319	Andrade	Veansa		A			
11	0437	Angeles	Keith				T	
12	0024	Araki	Daniel					
13	0449	Archer	Dayn			A		

The following is an example of the **Missing Sheet List** report.

Eagle Point Elementary School			5/23/2000
1999-2000	MISSING SHEET LIST: 5/15/00		Page 1
Sheet Number	TCH#	Teacher Name	
36 0001	1	Kellogg	
36 0002	3	Powell	
36 0003	5	Miller	
36 0004	7	McMahon	
36 0005	9	Good	
36 0006	11	Arthur	
36 0007	13	Ashworth	
36 0008	15	Chaplin	
36 0009	16	Bethmann	
36 0010	17	Lightner	
36 0011	19	Taft	
36 0012	21	Liddle	
36 0013	23	Righter	
36 0014	25	Cline	
36 0015	27	Winegard	
36 0016	29	McDaniel	
36 0017	31	Lancy	
36 0018	36	McCormick	
36 0019	41	Katsuyama	

PRINT ATTENDANCE CLASS ROSTERS

To print attendance class rosters, click the mouse on the **Print Attendance Class Rosters** button.

The screenshot shows the 'Daily Attendance Cycle' window for 'Golden Eagle Elementary School' on '9/10/2007'. It features a workflow with steps A through F. Step A is 'Create New Daily Attendance Sheet Table', B is 'Print Daily Attendance Scanner Sheets', C is 'Read Daily Attendance Scanner Sheets', D is empty, E is 'Print Attendance Class Rosters' (highlighted in green), and F is empty. Arrows indicate the flow from A to B, B to C, C to D, D to E, and E to F. There are also radio buttons for 'Preview reports before printing', 'Add Access Query condition to reports', and 'Clear Check Marks'.

The following form will display. The **Class Roster Setup** allows you to print **Attendance** or **Grade** roster sheets. The sheets can be sorted by **Teacher Name**, **Teacher Number** or **Room Number**.

The 'Class Roster Setup' dialog box has a 'Query IF:' field at the top. Below it are two radio buttons: 'Print grade rosters' and 'Print attend rosters' (selected). To the right is a checkbox 'Print on special roster forms?'. Under 'Sort Report By:', there are three radio buttons: 'Teacher name' (selected), 'Teacher number', and 'Room number'. To the right of these are several checkboxes: 'Print phone number' (checked), 'Print signature line' (checked), 'Print shading' (checked), 'Do not show additional lines' (unchecked), 'Add fields to the printout' (unchecked), and 'Print Student Aliases' (unchecked). There is a text box 'Number of additional lines' with the value '3'. At the bottom left, there is a note 'If you want dates printed, enter att month' with a text box containing '0'. 'OK' and 'Cancel' buttons are at the bottom right.

Selections can be made on the right hand side of the form:

- **Print on Special Roster Forms** instead of laser paper
- **Print Phone Number**
- **Print Signature Line** for teachers signature
- **Do Not show Additional Lines** will not print lines to add students
- **Add fields to the printout** allows to add up to 3 fields from the STU table
- **Print Student Alias Names**

To print the dates at the top of the roster, type the attendance month. Click the mouse on the **OK** button. If the month is left at zero, **no dates** will be printed on the roster.

Golden Eagle Elementary School				001	Aldrich	Room: 1				07-08									
Student Name					M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
01	000009	Albarran Jr, David F.	(777) 555-4014	K															
02	000008	Albarran, Shane I.	(777) 555-4014	K															
03	000023	Amaya, Timothy H.	(777) 555-7420	K															
04	000064	Barbosa, James C.	(777) 555-3873	K															
05	000075	Beveridge, Ashlie T.	(777) 555-5112	K															
06	000166	Davis, Terrence J.	(777) 555-3386	K															
07	000221	Foley, Jacqueline L.	(777) 555-6325	K															
08	000326	Johnson, Jacqueline D.	(777) 555-0830	K															
09	000365	Leiva, Rachel K.	(777) 555-8409	K															
10	000410	Martinez, Jaclyn J.	(777) 555-1322	K															
11	000451	Money, Linda A.	(777) 555-1743	K															
12	000481	Oliver, Francois J.	(777) 555-7775	K															
13	000529	Przekop, Anthony A.	(777) 555-1604	K															
14	000629	Skirvin, Krysta K.	(777) 555-1680	K															
15	000675	Turner, Kenneth M.	(777) 555-3029	K															
16	000726	Willoughby, Edith K.	(777) 555-7069	K															



NOTE:

If Attendance Rosters are reprinted any absence codes previously marked will be printed.

The following is an example of the **Attendance Class Roster** printed on plain paper.

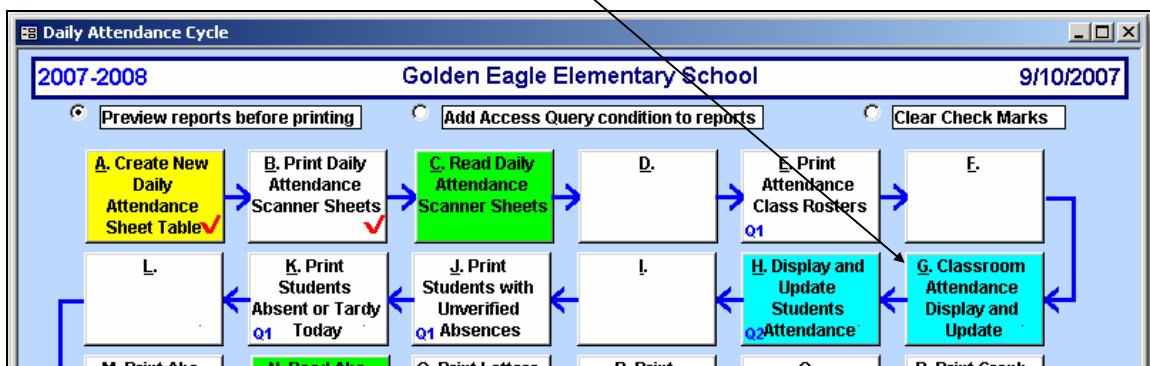
Eagle Point Elementary School					0011	Arthur	Room: A011										99-00												
Student Name																													
					M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
01	000361	Guard, Landon	(999) 731-7141	S 1																									
02	000203	Gugino, Joshua	(999) 544-4146	1																									
03	000458	Guillen, Vanessa	(999) 285-0410	1																									
04	000264	Habbas, Amir	(999) 838-6114	4																									
05	000263	Habbas, Christopher	(999) 838-6114	2																									
06	000199	Hajishah, Leslie	(999) 832-4751	2																									
07	000311	Hammerstein, Ashle	(999) 838-1460	4																									
08	000313	Hammerstein, Hani	(999) 838-1460	1																									
09	000525	Harlan, Jeffery	(999) 544-1982	S 2																									
10	000103	Hatter, Leigh	(999) 505-4267	1																									
11	000034	Hedden, Krystle	(999) 730-1204	1																									
12	000285	Hernandez, Alyssa	(999) 505-3324	1																									
13	000284	Hernandez, Erika	(999) 505-3324	4																									
14	000209	Hernandez, Jeremy	(999) 832-0649	1																									
15	000234	Hernandez, Nickolas	(999) 832-0649	1																									
16	000232	Hess, Joshua	(999) 547-5383	3																									
17	000312	Hessing, Bryan	(999) 730-9626	1																									
18	000047	Hillyard, Christopher	(999) 669-0167	3																									
19	000048	Hillyard, Juventino	(999) 669-0167	5																									
20	000210	Hoang, Yessica	(999) 731-7546	1																									
21	000141	Holt, Alice	(999) 832-4585	3																									
22	000142	Holt, Jonathan	(999) 832-4585	1																									
23	000426	Hopper, Anthony	(999) 542-0757	4																									
24	000133	Houchen, Andrew	(9																										

The following report is an example of the **Attendance Class Roster** printed on a pre-printed form.

68616		TEACHER SIGNATURE		ATTENDANCE CLASS ROSTER														
PERIOD	COURSE	0011	INSTRUCTOR	A011	8	YEAR	99-00											
STUDENT		CLASS	WEEK (03/27)	WEEK (04/03)	WEEK (04/10)	WEEK (04/17)												
			M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
1	000361	Guard, Landon	999-731-7141	1														1
2	000203	Gugino, Joshua	999-544-4146	1														2
3	000458	Guillen, Vanessa	999-285-0410	1														3
4	000264	Habbas, Amir	999-838-6114	4														4
5	000263	Habbas, Christopher	999-838-6114	2														5
6	000199	Hajishah, Leslie	999-832-4751	2														6
7	000311	Hammerstein, Ashley	999-838-1460	4														7
8	000313	Hammerstein, Hani	999-838-1460	1														8
9	000525	Harlan, Jeffery	999-544-1982	2														9
10	000103	Hatter, Leigh	999-505-4267	1														10
11	000034	Hedden, Krystle	999-730-1204	1														11
12	000285	Hernandez, Alyssa	999-505-3324	1														12
13	000284	Hernandez, Erika	999-505-3324	4														13
14	000209	Hernandez, Jeremy	999-832-0649	1														14
15	000234	Hernandez, Nickolas	999-832-0649	1														15
16	000232	Hess, Joshua	999-547-5383	3														16
17	000312	Hessing, Bryan	999-730-9626	1														17
18	000047	Hillyard, Christopher	999-669-0167	3														18
19	000048	Hillyard, Juventino	999-669-0167	5														19
20	000210	Hoang, Yessica	999-731-7546	1														20
21	000141	Holt, Alice	999-832-4585	3														21
22	000142	Holt, Jonathan	999-832-4585	1														22
23	000426	Hopper, Anthony	999-542-0757	4														23
24	000133	Houchen, Andrew	999-730-6993	2														24
25	000134	Houchen, Nickia	999-730-6993	4														25
26	000307	Humpton, Britney	999-838-8056	3														26
27	000513	Hunter, Chad	999-505-2584	3														27
28	000496	Huynh, Amanda	999-731-7384	2														28
29	000276	Hyman, Ngoc	999-544-1818	2														29
30	000369	Ingalls, Samantha	999-731-9180	2														30
31	000233	Irwin, Stephanie	999-597-8999	3														31
32	000113	Isaacson, Christopher	999-731-8083	1														32
33	000112	Isaacson, Jonathan	999-731-8083	3														33
34																		34
35																		35
36																		36
37																		37
38																		38
39																		39

CLASSROOM ATTENDANCE DISPLAY AND UPDATE

To update the absences for the class attendance, click the mouse on the **Classroom Attendance Display and Update** button.



The **Class Attendance** form will display all students in each class to allow easy update to the attendance.

The screenshot shows the 'Classroom Attendance' form for Golden Eagle Elementary School on 09/10/2007. It displays a list of students with their attendance status for the week of September 10, 2007. The teacher is Aldrich. The form includes a table with columns for student ID, name, grade, and attendance status for each day of the week. The table shows the following data:

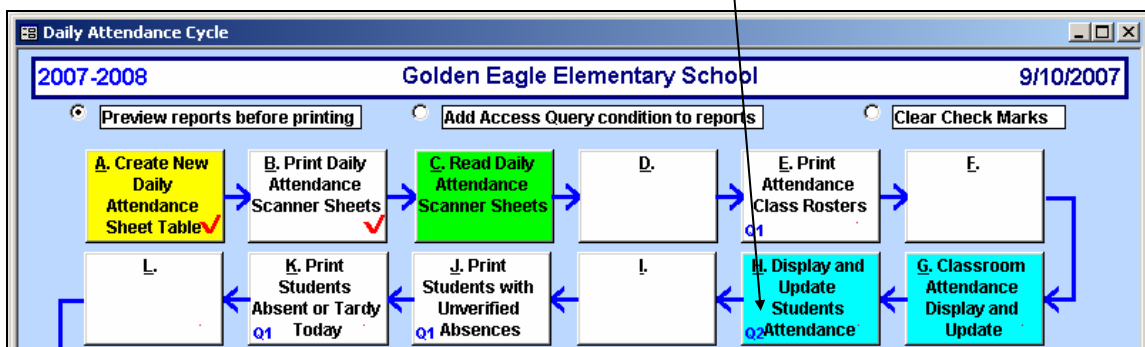
Stu#	Student Name	Grd	Tr	Pr	Aug 20	Aug 21	Aug 22	Aug 23	Aug 24	Aug 27	Aug 28	Aug 29	Aug 30	Aug 31	Sept 03	Sept 04	Sept 05	Sept 06	Sept 07	Sept 10	Sept 11	Sept 12	Sept 13	Sept 14
000008	Albarran, Shane	K				T									*									
000009	Albarran Jr, David	K													*									
000023	Amaya, Timothy	K			A										*					I				
000064	Barbosa, James	K					I								*									
000075	Beveridge, Ashlie	K													*									
000166	Davis, Terrence	K								T					*									
000221	Foley, Jacqueline	K													*									
000326	Johnson, Jacqueline	K			A										*									
000365	Leiva, Rachel	K													*									
000410	Martinez, Jaclyn	K													*									
000451	Money, Linda	K													*									
000481	Oliver, Francois	K								T					*					T				
000529	Przekop, Anthony	K													*									
000629	Skirvin, Krysta	K													*									
000675	Turner, Kenneth	K				A									*									
000726	Willoughby, Edith	K													*									

The form also includes a 'LOCATE' section with buttons for 'Backward', 'Get', and 'Forward'. The 'UPDATE' section has buttons for 'Absent', 'Change', 'Here', 'Ill', 'Tardy', 'eXit', and 'Print'. There is also a 'Show Inactive Teachers?' checkbox and an 'OTHER' section.

For detailed procedures see the Class Attendance documentation.

DISPLAY AND UPDATE STUDENTS ATTENDANCE

To display or update an individual student's attendance record, click the mouse on the **Display and Update Students Attendance** button.



DISPLAY A STUDENT'S ATTENDANCE

To display a student's attendance record, use the **Locate** option to select a student. To display a specific attendance date, click the mouse on the **record** button.

Stu#	Last Name	First Name	M#	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs	Ltr	Date	Tdy Ltr	Date	Status
6	Aquina	Valeria	B	233053247	F	6					0			0		

Daily Absences	
Date	Abs code/meaning
Wed 08/29/2007	T TARDY
Mon 08/20/2007	A UNVERIFIED

Enters / Leaves / Program Changes									
Date	Ent/LvGrd	Prg	Trk	Tch	Teacher	Reason	HxtSchl	AttPgm1	AttPgm2
8/20/2007	E	6		627	Guzman				

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8/20	UNVERIFIED	8/21		8/22		8/23		8/24	
8/27		8/28		8/29	TARDY	8/30		8/31	
9/03	HOLIDAY	9/04		9/05		9/06		9/07	
9/10		9/11		9/12		9/13		9/14	
9/17		9/18		9/19		9/20		9/21	
9/24		9/25		9/26		9/27		9/28	
10/01		10/02		10/03		10/04		10/05	
10/08	HOLIDAY	10/09	HOLIDAY	10/10	HOLIDAY	10/11	HOLIDAY	10/12	HOLIDAY
10/15		10/16		10/17		10/18		10/19	
10/22		10/23		10/24		10/25		10/26	
10/29		10/30		10/31		11/01		11/02	

Total Absences		
CD	Description	All
A	UNVERIFIED	1
T	TARDY	1
*_TOTALS*_		
-	EXCUSED	
*	UNEXCUSED	1

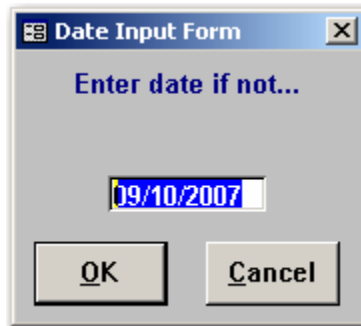
Days Enrolled: 15 Days Present: 14 Excused: 0 Unexcused: 1

Buttons: Backward, Get, Forward, Add, Change, Delete, Print, eXit, Switch

This will advance through the daily attendance records. As the mouse is clicked the current record will be **hi-lited**.

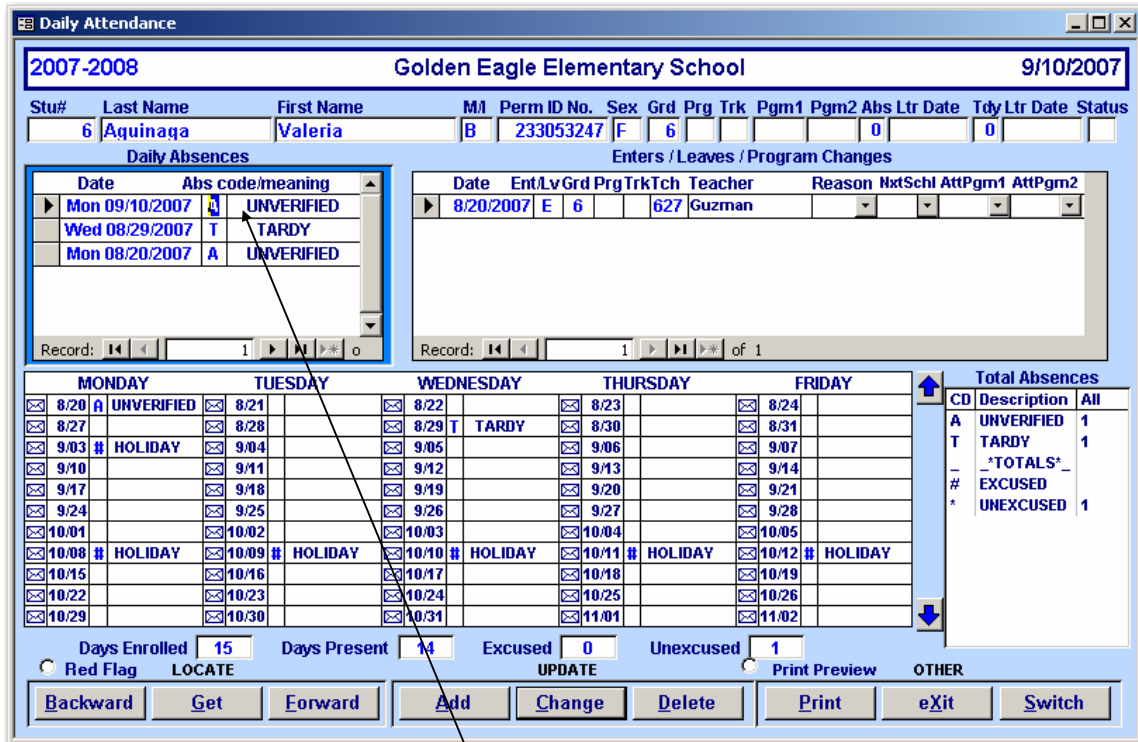
ADD A MARK TO A STUDENT'S RECORD

Click the mouse on the **Add** button. The **Date Input Form** will display.



A small dialog box titled "Date Input Form" with a close button (X) in the top right corner. The text "Enter date if not..." is displayed. Below the text is a text input field containing the date "09/10/2007". At the bottom are two buttons: "OK" and "Cancel".

Type the date in the message box. **The date must have the same format as displayed.** Click the mouse on the **OK** button.



The "Daily Attendance" window for Golden Eagle Elementary School, dated 9/10/2007. It shows student information for Valeria (Stu# 6) and a table of absences. The "Daily Absences" table has columns for Date, Abs code/meaning, and a status column. The first row shows "Mon 09/10/2007" with an "A" code and "UNVERIFIED" meaning. The "Enters / Leaves / Program Changes" table shows a record for 8/20/2007. The bottom section shows a calendar grid for the month of September, with dates 8/20 through 10/29. The "Total Absences" table on the right shows a summary of absences: 1 UNVERIFIED, 1 TARDY, 1 EXCUSED, and 1 UNEXCUSED. The "Add" button is highlighted with a red box.

Stu#	Last Name	First Name	MI	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs	Ltr	Date	Tdy	Ltr	Date	Status
6	Aquinaqa	Valeria	B	233053247	F	6					0			0			

Date	Abs code/meaning
Mon 09/10/2007	A UNVERIFIED
Wed 08/29/2007	T TARDY
Mon 08/20/2007	A UNVERIFIED

Date	Ent/Lv	Grd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2
8/20/2007	E	6			627	Guzman				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8/20 A UNVERIFIED	8/21	8/22	8/23	8/24
8/27	8/28	8/29 T TARDY	8/30	8/31
9/03 # HOLIDAY	9/04	9/05	9/06	9/07
9/10	9/11	9/12	9/13	9/14
9/17	9/18	9/19	9/20	9/21
9/24	9/25	9/26	9/27	9/28
10/01	10/02	10/03	10/04	10/05
10/08 # HOLIDAY	10/09 # HOLIDAY	10/10 # HOLIDAY	10/11 # HOLIDAY	10/12 # HOLIDAY
10/15	10/16	10/17	10/18	10/19
10/22	10/23	10/24	10/25	10/26
10/29	10/30	10/31	11/01	11/02

CD	Description	All
A	UNVERIFIED	1
T	TARDY	1
-	*TOTALS*	
#	EXCUSED	
*	UNEXCUSED	1

The date and an **A** will automatically display on the first line of the form. To change the absence code, press **Tab** to the absence code and type the code selected.

CHANGE AN ABSENCE CODE

Click the mouse on the **Change** button. The cursor will be located on the **first** attendance entry for the student displayed.

Stu#	Last Name	First Name	MI	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs Ltr Date	Tdy Ltr Date	Status
6	Aquinaga	Valeria	B	233053247	F	6					0	0	

Daily Absences			Enters / Leaves / Program Changes										
Date	Abs code/meaning		Date	Ent/Lv	Grd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2
Mon 09/10/2007	A	UNVERIFIED	8/20/2007	E	6			627	Guzman				
Wed 08/29/2007	T	TARDY											
Mon 08/20/2007	A	UNVERIFIED											

The entries are listed in descending date order. Press **Tab** until the cursor is on the correct day. Type the change over the current absence code.

DELETE AN ABSENCE CODE FOR THE DATE SELECTED

Press **Tab** to select the date of the absence to be deleted from the student's record. The date will be **hi-lited**.

Stu#	Last Name	First Name	MI	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs Ltr Date	Tdy Ltr Date	Status
6	Aquinaga	Valeria	B	233053247	F	6					0	0	

Daily Absences			Enters / Leaves / Program Changes										
Date	Abs code/meaning		Date	Ent/Lv	Grd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2
Mon 09/10/2007	A	UNVERIFIED	8/20/2007	E	6			627	Guzman				
Wed 08/29/2007	T	TARDY											
Mon 08/20/2007	A	UNVERIFIED											

Click the mouse on the **Delete** key. The following message will display.

DELETE ATTENDANCE?

Delete attendance record for 8/20/2007?

Yes No

Verify that the correct attendance date has displayed. Click the mouse on the **Yes** button.

The attendance record will no longer display for the student selected.

Daily Attendance

2007-2008 Golden Eagle Elementary School 9/10/2007

Stu#	Last Name	First Name	M/I	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs	Ltr	Date	Tdy	Ltr	Date	Status
6	Aquinaga	Valeria	B	233053247	F	6					0			0			

Daily Absences

Date	Abs code/meaning
Mon 09/10/2007	A UNVERIFIED
Wed 08/29/2007	T TARDY

Enters / Leaves / Program Changes

Date	Ent/Lv	Grd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2
8/20/2007	E	6			627	Guzman				

Record: 1 of 1

Attendance Notes

The **Attendance Notes** will give schools the ability to store **Attendance Notes** within Aeries. A small blue envelope displays to the left of each date on the calendar. When a note has been added for a particular date the envelope will change to **red** to indicate that a note exists for that date.

Add Attendance Notes

After selecting a student click the mouse on the **Envelope** symbol to the left of the date selected.

Daily Attendance

2007-2008 Golden Eagle Elementary School 9/10/2007

Stu#	Last Name	First Name	M/I	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs	Ltr	Date	Tdy	Ltr	Date	Status
6	Aquinaga	Valeria	B	233053247	F	6					0			0			

Daily Absences

Date	Abs code/meaning
Mon 09/10/2007	A UNVERIFIED
Wed 08/29/2007	T TARDY
Mon 08/20/2007	A UNVERIFIED

Enters / Leaves / Program Changes

Date	Ent/Lv	Grd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2
8/20/2007	E	6			627	Guzman				

Record: 1 of 1

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8/20 A UNVERIFIED	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29
8/27 HOLIDAY	8/28	8/29 T TARDY	8/30	8/31	9/01	9/02	9/03	9/04	9/05
9/03 HOLIDAY	9/04	9/05	9/06	9/07	9/08	9/09	9/10	9/11	9/12
9/10 A UNVERIFIED	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19
9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26
9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/01	10/02	10/03
10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10
10/08 HOLIDAY	10/09 HOLIDAY	10/10 HOLIDAY	10/11 HOLIDAY	10/12 HOLIDAY	10/13	10/14	10/15	10/16	10/17
10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24
10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31
10/29	10/30	10/31	11/01	11/02					

Total Absences

CD	Description	All
A	UNVERIFIED	2
T	TARDY	1
TOTALS		
#	EXCUSED	
*	UNEXCUSED	2

Days Enrolled 15 Days Present 13 Excused 0 Unexcused 2

Red Flag LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Switch

The following form will display. If a specific code is desired click the mouse on the **Code** drop down and select the code. The description for the code will automatically display.

The **Modified by** data will automatically be updated with the user name, date and time. Type any comments into the **Attendance Notes** text field. After you have completed your entry, exit the form.

Attendance Date	Stu#	Last Name	First Name	Middle Name	Perm ID No.
8/29/2007	6	Aguinaga	Valeria	Brandi	233053247

Att Date	Code	Description	Record Last Modified by	Date/Time	Reset
08/29/2007	T1	Parent had Doctors Appointment	administrator	09/14/2007 7:49:08 AM	<input type="button" value="Reset"/>
* 08/29/2007	T1				

The envelope will change color to **red** to indicate that a note has been entered for this date.

Stu#	Last Name	First Name	MI	Perm ID No.	Sex	Grd	Prg	Trk	Pgm1	Pgm2	Abs	Ltr	Date	Tdy	Ltr	Date	Status
6	Aguinaga	Valeria	B	233053247	F	6					0						

Date	Abs code/meaning
Mon 09/10/2007	A UNVERIFIED
Wed 08/29/2007	T TARDY

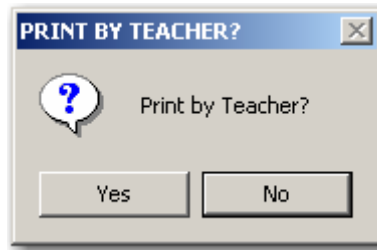
Date	Ent/Ly	Grd	Prg	Trk	Tch	Teacher	Reason	NxtSchl	AttPgm1	AttPgm2
8/20/2007	E	6			627	Guzman				

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
8/20		8/21		8/22		8/23		8/24	
8/27		8/28		8/29	T	8/30		8/31	
9/03	HOLIDAY	9/04		9/05		9/06		9/07	
9/10	A	9/11		9/12		9/13		9/14	

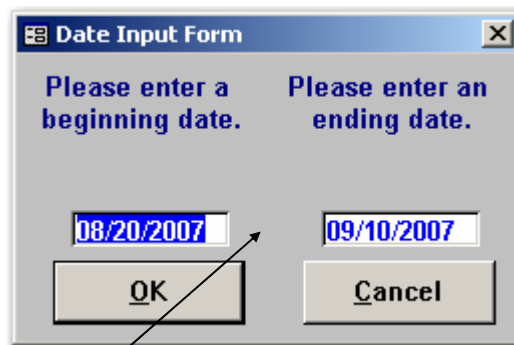
Total Absences		
CD	Description	All
T	TARDY	1
A	UNVERIFIED	1
- *TOTALS*		
#	EXCUSED	

PRINT STUDENTS WITH UNVERIFIED ABSENCES

This report will print all students with unverified daily absences (year-to-date). Click the mouse on the **Print Students with Unverified Absences** button. The following message will display.

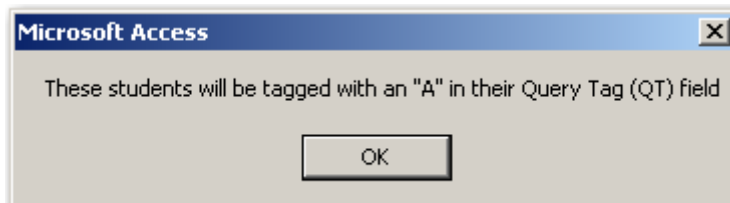


To print the report by teacher, click the mouse on the **Yes** button. To print the report by student name, click the mouse on the **No** button. The following **Date Input Form** will display.



The **dates** will automatically default to the first day of school and today's date. Type the desired date range in the beginning and ending date fields. Click the mouse on the **OK** button.

The following message will be displayed. Click the mouse on the **OK** button.



The following is an example of the **Students With Unverified Absences** report by teacher.

Golden Eagle Elementary School										9/14/2007
2007-2008		Students With Unverified Absences							Page 1	
STU#	Student Name	Rm#	Sex	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Absence Date	Reason Absent:
000003	Aguilar, Jonathan D.	25	M	5	M/M A Aguilar	(777) 555-7860			Mon 8/27/2007	
000006	Aguinaga, Valeria B.	27	F	6	M/M A Aguinaga	(777) 555-6672			Mon 8/20/2007	
									Fri 8/24/2007	
									Tue 8/28/2007	
									Wed 9/5/2007	
									Thu 9/6/2007	
									Mon 9/10/2007	
000023	Amaya, Timothy H.	1	M	0	M/M A Amaya	(777) 555-7420	(777) 555-1231		Mon 8/20/2007	
000326	Johnson, Jacqueline D1		F	0	M/M J Johnson	(777) 555-0830			Mon 8/20/2007	
000675	Turner, Kenneth M.	1	M	0	M/M T Turner	(777) 555-3029			Tue 8/21/2007	

**PRINT
STUDENTS
ABSENT OR
TARDY TODAY**

This report will print all students reported absent or tardy for the date entered. Click the mouse on the **Print Students absent or Tardy Today** button. The following message will display.

PRINT STUDENTS ABSENT-TARDY?

1 = Print Students Absent Today

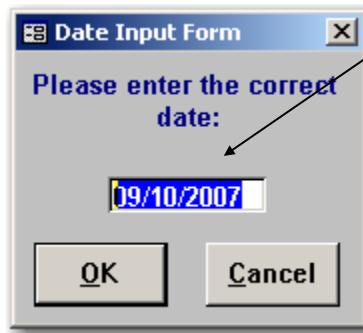
2 = Print Students Tardy Today

OK

Cancel

1

To print students absent for the day, type **1** in the message field. For students tardy for the day, type **2** in the message field. Click the mouse on the **OK** button. The following **Date Input Form** will display.



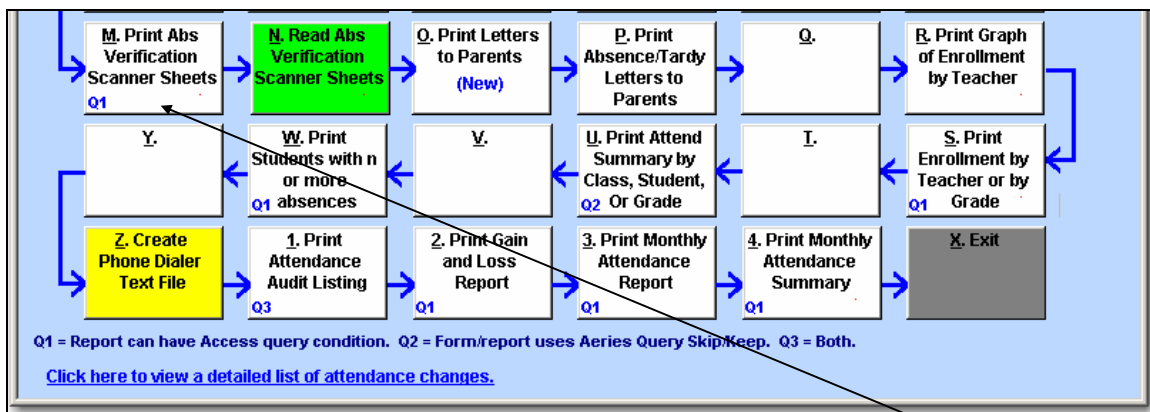
The image shows a Windows-style dialog box titled "Date Input Form". Inside the dialog, it says "Please enter the correct date:". Below this text is a date input field containing "09/10/2007". At the bottom of the dialog are two buttons: "OK" and "Cancel". An arrow points from the text in the first paragraph to the date input field.

The date displayed will default to today's date. Type the date selected in the date field. **The date must be in the same format as displayed.** Click the mouse on the **OK** button. The following is an example of the **Students Absent** report.

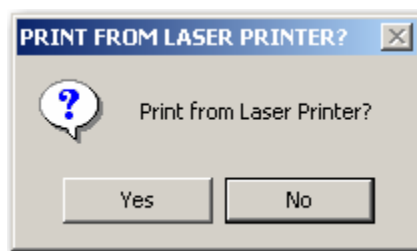
Golden Eagle Elementary School									
2007-2008		Students Absent On 09/10/2007							Page 1
Stu#	Student Name	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Abs	Teacher	Room
000006	Aguinaga, Valeria B.	6	M/M A Aguinaga	(777) 555-6672			A	Guzman	27
000023	Amaya, Timothy H.	0	M/M A Amaya	(777) 555-7420	(777) 555-1231		I	Aldrich	1

PRINT ABSENCE VERIFICATION SCANNER SHEETS

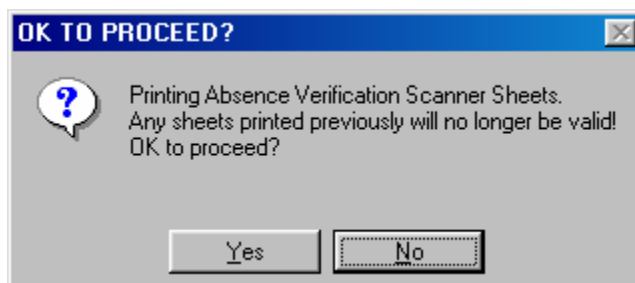
An absence verification scanner sheet can be created to allow the teacher to verify unexcused absences for their students. If a correction is needed, the teacher can bubble in the correct absence code. The absence verification sheets can then be scanned to update any absences.



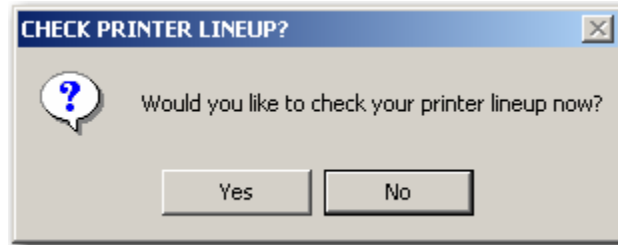
To print the scanner sheet, click the mouse on the **Print Abs Verification Scanner Sheets** button. The following message will display.



To print the scanner sheets on continuous forms, click the mouse on the **No** button. To print from a laser printer, click the mouse on the **Yes** button. The following message will display.



To cancel this program, click the mouse on the **No** button. By clicking the mouse on the **Yes** button all **Absence Verification Scanner Sheets** previously created will no longer be valid. The following message will display.

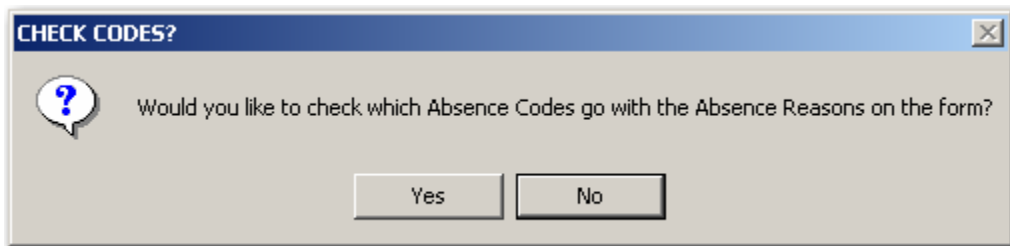


To check the printer lineup, click the mouse on the **Yes** button.

For Printer Lineup procedures see Print Daily Attendance Scanner Sheets documentation.

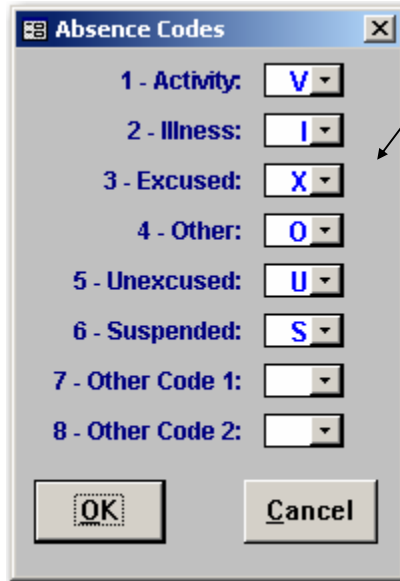
If the printer lineup does not need to be checked click the mouse on the **No** button and proceed.

The following message will display. If the **Absence Code Reasons** does not need to be checked click the mouse on the **No** button and proceed to **Print by Teacher**.



To check the **Absence Code Reasons**, click the mouse on the **Yes** button.

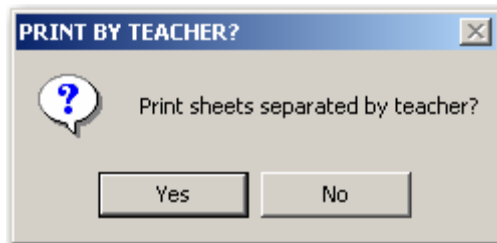
The following box will display. The first time this report is created, the **Absence Reason Codes** will default to the **codes** displayed in the box.



The 'Absence Codes' dialog box contains eight rows of labels and dropdown menus. The first four rows have pre-selected values: 'V' for Activity, 'I' for Illness, 'X' for Excused, and 'O' for Other. The next three rows have 'U' for Unexcused, 'S' for Suspended, and empty dropdowns for Other Code 1 and Other Code 2. At the bottom are 'OK' and 'Cancel' buttons. An arrow points from the text above to the 'X' in the 'Excused' dropdown.

1 - Activity:	V
2 - Illness:	I
3 - Excused:	X
4 - Other:	O
5 - Unexcused:	U
6 - Suspended:	S
7 - Other Code 1:	
8 - Other Code 2:	

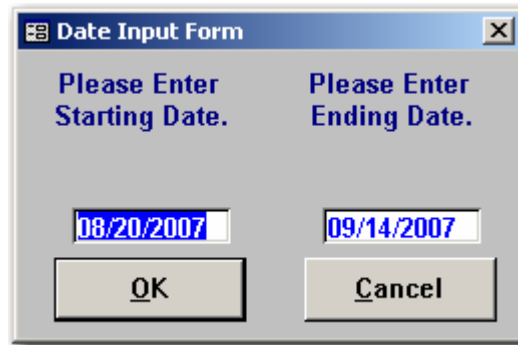
To change these codes, click the mouse on the drop down arrow. All available **Absence Codes** will display. Click the mouse on the code selected. The codes selected will now print on the **Absence Verification Scanner Sheets**. Click the mouse on the **OK** button. The following box will display.



The 'PRINT BY TEACHER?' dialog box features a question mark icon, the text 'Print sheets separated by teacher?', and 'Yes' and 'No' buttons at the bottom.

To print the **Absence Verification Scanner Sheets** by teacher, click the mouse on the **Yes** button.

The following **Date Input Form** will display.



The image shows a 'Date Input Form' dialog box with a title bar containing a window icon, the text 'Date Input Form', and a close button (X). The dialog has two main sections. The left section is titled 'Please Enter Starting Date.' and contains a text field with the date '08/20/2007' and an 'OK' button below it. The right section is titled 'Please Enter Ending Date.' and contains a text field with the date '09/14/2007' and a 'Cancel' button below it.

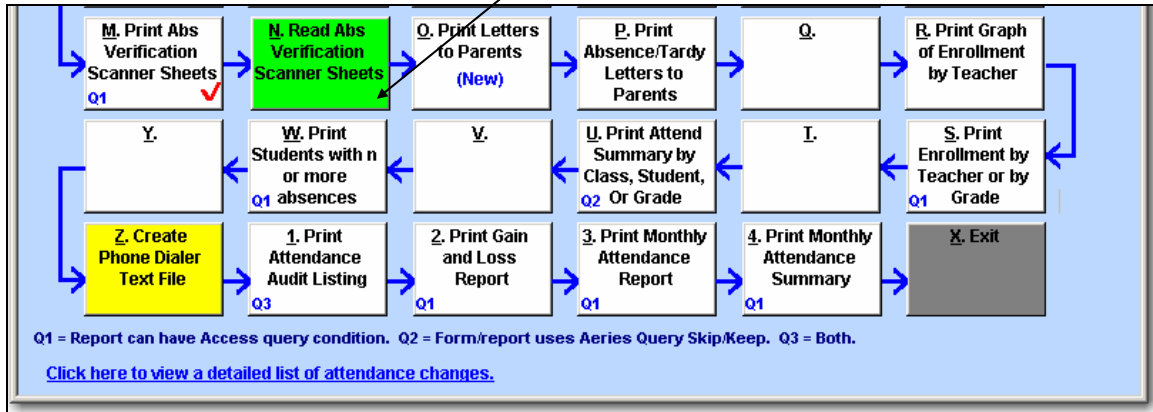
The dates will automatically default to the first day of school and today's date. Type the desired date range in the beginning and ending date fields. Click the mouse on the **OK** button.

The following is an example of the **Absence Verification Scanner Sheets** by teacher.

EAGLE SOFTWARE																																																																						
ABSENCE VERIFICATION INPUT DOCUMENT			Eagle Point Elementary School Students with unverified absences as of 6/11/97			<table border="1"> <tr><td>1</td><td>C0</td><td></td><td>C2</td><td>C3</td><td>C4</td><td>C5</td><td>C6</td><td>C7</td><td>C8</td><td>C9</td></tr> <tr><td>9</td><td>C0</td><td>C1</td><td>C2</td><td>C3</td><td>C4</td><td>C5</td><td>C6</td><td>C7</td><td>C8</td><td>C9</td></tr> <tr><td>8</td><td>C0</td><td>C1</td><td>C2</td><td>C3</td><td>C4</td><td>C5</td><td>C6</td><td>C7</td><td>C8</td><td>C9</td></tr> <tr><td>0</td><td></td><td>C1</td><td>C2</td><td>C3</td><td>C4</td><td>C5</td><td>C6</td><td>C7</td><td>C8</td><td>C9</td></tr> <tr><td>1</td><td>C0</td><td></td><td>C2</td><td>C3</td><td>C4</td><td>C5</td><td>C6</td><td>C7</td><td>C8</td><td>C9</td></tr> </table>										1	C0		C2	C3	C4	C5	C6	C7	C8	C9	9	C0	C1	C2	C3	C4	C5	C6	C7	C8	C9	8	C0	C1	C2	C3	C4	C5	C6	C7	C8	C9	0		C1	C2	C3	C4	C5	C6	C7	C8	C9	1	C0		C2	C3	C4	C5	C6	C7	C8	C9
1	C0		C2	C3	C4	C5	C6	C7	C8	C9																																																												
9	C0	C1	C2	C3	C4	C5	C6	C7	C8	C9																																																												
8	C0	C1	C2	C3	C4	C5	C6	C7	C8	C9																																																												
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1	C0		C2	C3	C4	C5	C6	C7	C8	C9																																																												
MTWTFSS	NAME	STU. #	STUDENT NAME	DATES	PERIODS	ABS.	REASONS FOR ABSENCE	CLERK																																																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24																																															
		01 0604	Abbott, Allan	5/04/96																																																																		
		02		4/11/97																																																																		
		03		5/20/97																																																																		
		04 0331	Allameh, Taylor	4/11/97																																																																		
		05		6/12/97																																																																		
		06 0147	Almarsh, Devon	4/11/97																																																																		
		07 0502	Alvarez, Joseph	1/01/97																																																																		
		08 0319	Andrade, Vearsa	9/04/95																																																																		
		09		1/02/97																																																																		
		10		1/03/97																																																																		
		11 0059	Austin, Vanessa	3/27/97																																																																		
		12 0340	Baller, Areeb	3/27/97																																																																		
		13 0395	Barants, Lindsay	3/27/97																																																																		
		14		4/11/97																																																																		
		15 0228	Batterton, Jean	12/31/96																																																																		
		16 0092	Bertagni, Adam	3/27/97																																																																		
		17		4/11/97																																																																		
		18		6/12/97																																																																		
		19 0501	Bui, Jennifer	9/04/96																																																																		
		20 0519	Butcher, Joseph	4/11/97																																																																		
		21 0443	Cisneros, Jalro	1/03/97																																																																		
		22 0130	Cohodas, Yovane	3/27/97																																																																		
		23		4/11/97																																																																		
		24		5/20/97																																																																		

READ ABSENCE VERIFICATION SCANNER SHEETS

To scan the absence verification scanner sheets, click the mouse on the **Read Abs Verification Scanner Sheet** button.



The following form will display. At the top of the form the message, **Communication Line is open, Ready to scan** should display.

Read Daily Attendance Scanner Sheets /44 line

2007-2008 Golden Eagle Elementary School 09/10/2007

Sheet# Port: COM1 Baud: 9600 Parity: N Bits: 8 Stop: 2

Communications line is open, Ready to scan Total rows: Model: 2000

Open Comm Line Scan ONE form Scan Continuously eXit scan program Print Missing Sheet List

Place the scanner sheets into the feeder on the scanner. To test the scanner is working properly click the mouse on the **Scan One form** button. The message, **Sheet scanned successfully** should display.

Click the mouse on the **Scan Continuously** button. The scanner should begin scanning the verification sheets and the message, **Sheet scanned successfully** should display after each sheet.

The absence codes scanned will display next to the student on the form.

ERROR MESSAGES

If **RED** error messages display at the top of the screen there may be problems with the scanner. If a message displays, try and scan the sheets again. Click the mouse on the **Scan Many** button.

Examples of messages:

- Sheet Number Misread As ##
- Nothing was read from the scanner
- Waiting for scanner input (Click on STOP to stop)

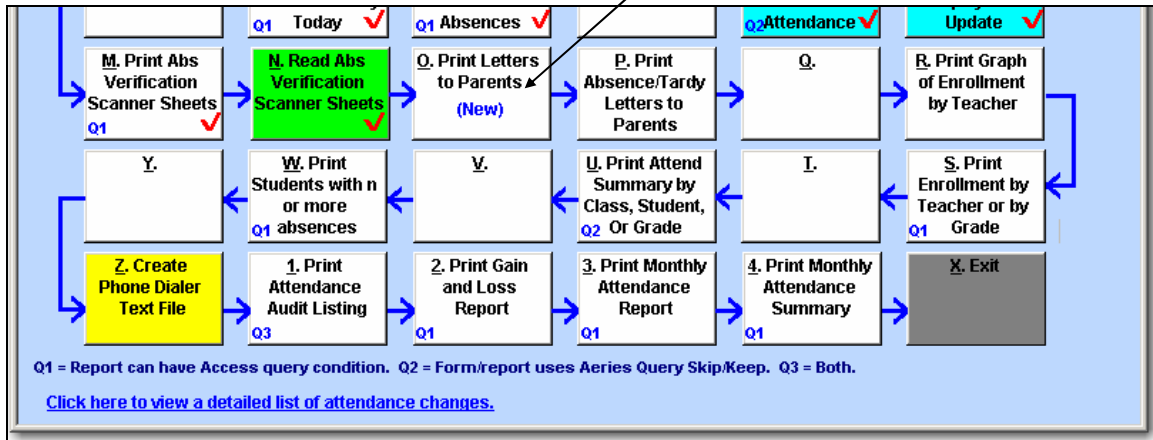


NOTE:

If several attempts to scan still produce errors, exit the scan program. Use Scanner Test form in Miscellaneous Functions to test the scanner.

PRINT ABSENCE OR TARDY LETTERS TO PARENTS

The **Print Absence/Tardy Letters to Parents** program will create attendance letters for students that have been absent or tardy on 5 or more occasions. Click the mouse on the **Print Absence/Tardy Letters to Parents** button.



The following form will display. The program will default to print letters for students who have been absent or tardy on more than 5, 10 or 15 occasions within the semester. The number of occasions can be changed in the **Check Absence Letter Text** program.

Print Letters to Parents

2007-2008 Golden Eagle Elementary School 9/14/2007

Print letter... Absent Part 0

Return Address? ☒ District ☐ School

☐ Include School name on Return Address

Using Double-Window Envelope? ☐ Yes ☒ No

Print Student Name on Address? ☐ Yes ☒ No

☐ Use All-Day attendance codes instead of periods

Count Att between 08/20/2007 and 06/06/2008

☒ Update letter log table after printing letters

☒ Update student letter tag after printing

Zero Student Abs/Tdy Letter Counters

☒ Print Preview School Copy, Labels and List must be printed at same time as Letters

Attendance codes that are counted toward this letter

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input checked="" type="radio"/> M	SAT MAKEUP
<input checked="" type="radio"/> N	ID STD INC
<input checked="" type="radio"/> O	OTHER
<input checked="" type="radio"/> P	PRESENT
<input checked="" type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED
<input checked="" type="radio"/> T	TARDY
<input checked="" type="radio"/> U	UNEXCUSED
<input checked="" type="radio"/> V	ACTIVITY
<input checked="" type="radio"/> W	VER TRUANT
<input checked="" type="radio"/> X	EXCUSED
<input checked="" type="radio"/> Y	TDY TRUANT
<input checked="" type="radio"/> Z	SWEEP

0 Print All Parts for this ID

1 5 or more days this semester

2 10 or more days this semester

3 15 or more days this semester

Print Letters → Print Sch Copy → Print Labels → Print List → eXit → Check Letter Text Editor

The **Count Att between** will display the starting date of the current semester to the last day of school. To print letters for a different date, type the date selected in the same format as displayed.

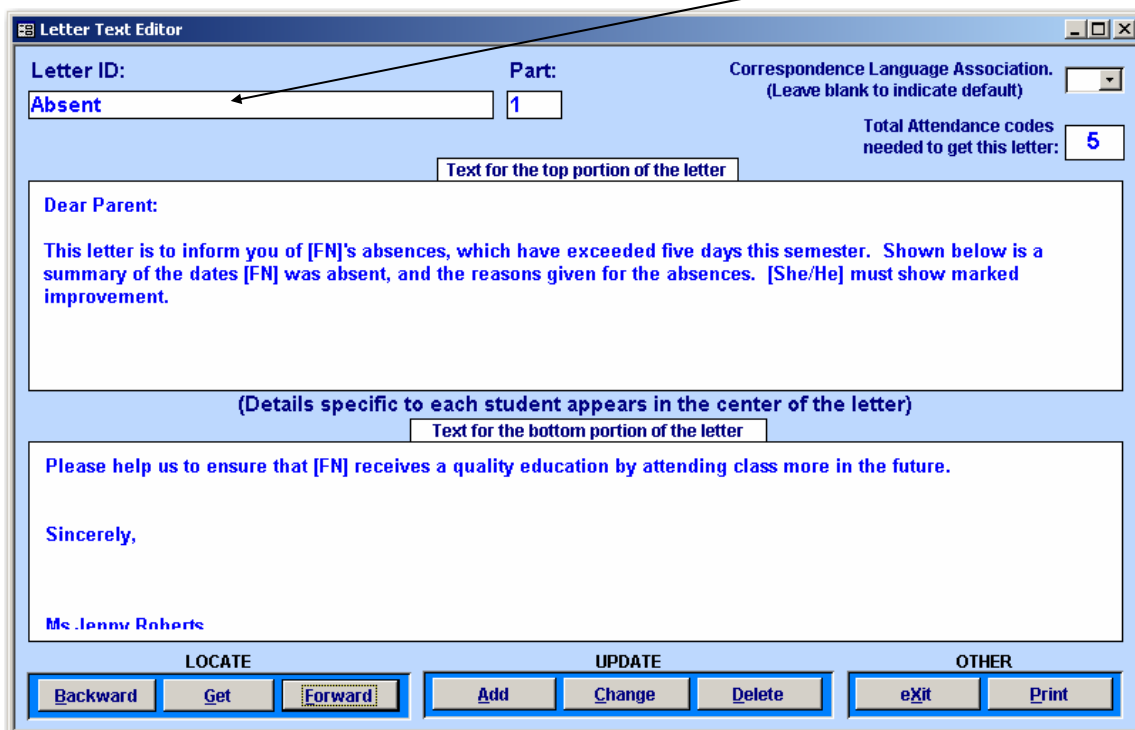
At the right side of the form the absence codes will display that the program will use to count and print on the letters. To revise list, click the mouse on the radio button next to the attendance code you want to include in this letter.

UPDATE ABSENCE LETTER

To update the absence letters, click the mouse on the **Check Absence Letter Text** button.

The following form contains a total of 6 default absence and tardy letters. The default **Letter ID** names are either Absent or Tardy. Each Letter ID has 3 Parts which allows 3 different letters for absent and tardy.

For example, the letter displayed is **Letter ID Absent Part 1**.



The screenshot shows a window titled "Letter Text Editor". At the top, there are three fields: "Letter ID:" with the value "Absent", "Part:" with the value "1", and "Correspondence Language Association." with a dropdown menu. Below these fields is a label "Text for the top portion of the letter" and a text area containing the following text:

Dear Parent:

This letter is to inform you of [FN]'s absences, which have exceeded five days this semester. Shown below is a summary of the dates [FN] was absent, and the reasons given for the absences. [She/He] must show marked improvement.

(Details specific to each student appears in the center of the letter)

Text for the bottom portion of the letter

Please help us to ensure that [FN] receives a quality education by attending class more in the future.

Sincerely,

Ms. Jennv Roberts

At the bottom of the window, there are three groups of buttons: "LOCATE" (Backward, Get, Forward), "UPDATE" (Add, Change, Delete), and "OTHER" (eXit, Print).



NOTE:

DO NOT change the name of the 6 default letters since they are utilized by the program to generate the letters.

Letters can also be entered in different languages and printed according to a student's Correspondence Language. The **Correspondence Language Association** field must contain the **Correspondence Language Code** entered from the **Student Data** form.

The screenshot shows the 'Letter Text Editor' window. At the top, there are three fields: 'Letter ID:' with the value 'Absent', 'Part:' with the value '1', and 'Correspondence Language Association:' which is a dropdown menu with the instruction '(Leave blank to indicate default)'. Below these is a field for 'Total Attendance codes needed to get this letter:' with the value '5'. The main text area contains a letter template starting with 'Dear Parent:' followed by a paragraph: 'This letter is to inform you of [FN]'s absences, which have exceeded five days this semester. Shown below is a summary of the dates [FN] was absent, and the reasons given for the absences. [She/He] must show marked improvement.' At the bottom of the text area, a note states: '(Details specific to each student appears in the center of the letter)'.

The default letters must always have the correspondence language association blank.

Letters in other languages must start with the base name of "Absent 1", "Absent 2", "Tardy 1", etc but must end with an attachment such as "Spanish" for a final letter name of "Absent 1 - Spanish".

To change the number of absences or tardies needed to generate letters, type the **number** in the field in the top right hand corner.

This is an identical screenshot to the one above, showing the 'Letter Text Editor' window with the same fields and letter template. An arrow points from the text 'type the number in the field in the top right hand corner' to the 'Total Attendance codes' field.



NOTE:

The standard for the first letter generated is when a student has five or more absences during the current semester. The second letter is generated after ten or more absences and the third after fifteen or more absences.

When the letters are generated, a heading will automatically be created with the school name, address, and the current date at the top of the letter. The heading will not display in the letter editor but will print when submitted. The parent/guardian and address will also print in the very top left-hand corner.

The screenshot shows a window titled "Letter Text Editor". It contains the following fields and controls:

- Letter ID:** A text box containing "Absent".
- Part:** A text box containing "1".
- Correspondence Language Association:** A dropdown menu with the text "(Leave blank to indicate default)".
- Total Attendance codes needed to get this letter:** A text box containing "5".
- Text for the top portion of the letter:** A label above a large text area containing:

Dear Parent:

This letter is to inform you of [FN]'s absences, which have exceeded five days this semester. Shown below is a summary of the dates [FN] was absent, and the reasons given for the absences. [She/He] must show marked improvement.
- (Details specific to each student appears in the center of the letter)**: A label above another large text area containing:

Please help us to ensure that [FN] receives a quality education by attending class more in the future.

Sincerely,

Ms. Jennv Roberts
- LOCATE**: A group of buttons including "Backward", "Get", and "Forward".
- UPDATE**: A group of buttons including "Add", "Change", and "Delete".
- OTHER**: A group of buttons including "eXit" and "Print".

Prior to creating this letter it must be determined what data will be needed from the **Aeries™** table(s). For example, a letter sent to a parent guardian for a student would need the following fields:

- **PG = Parent/Guardian**
- **FN = Student First Name**
- **LN = Student Last Name**

When the letters are generated the names for the parent/guardian and student will automatically print.

For a letter sent to a parent/guardian, enter **Dear [PG]** or **Dear Parent:** on the first line and press **Enter**. The cursor will drop down to the second line.

The screenshot shows the 'Letter Text Editor' window. At the top, there are fields for 'Letter ID:' (containing 'Absent') and 'Part:' (containing '1'). To the right, there is a 'Correspondence Language Association' dropdown menu and a 'Total Attendance codes needed to get this letter:' field (containing '5'). Below these fields is a text box labeled 'Text for the top portion of the letter'. The main text area contains the following text: 'Dear [PG]:' followed by a paragraph: 'This letter is to inform you of [FN]'s absences, which have exceeded five days this semester. Shown below is a summary of the dates [FN] was absent, and the reasons given for the absences. [She/He] must show marked improvement.'



NOTE:

ALL field codes MUST have a square bracket surrounding them, for example, [PG].

Type the remainder of the letter combined with text and field codes. Where the field codes are used, data will print in the letter. For example, [FN] will contain the student's first name on the letter.

This screenshot is identical to the one above, showing the 'Letter Text Editor' window. An arrow points from the text area to the 'Text for the top portion of the letter' label, highlighting the text area.

A function available that can be used will insert **[he/she]** or **[his/her]** in the letter for the proper sex.

Example: If his/her is used and the sex code is F the letter would read "in her efforts".

After the letter is complete click the **Exit** button at the bottom of the form.

PRINT ABSENCE LETTERS

Prior to generating letters selections must be made from the form. After the letters are printed a tag or record is kept for each student that receives an absence or tardy letter.

Print Letters to Parents

2007-2008 Golden Eagle Elementary School 9/14/2007

Print letter... **Absent** Part **0**

0 Print All Parts for this ID

1 5 or more days this semester

2 10 or more days this semester

3 15 or more days this semester

Return Address? ☒ District ☐ School

☐ Include School name on Return Address

Using Double-Window Envelope? ☐ Yes ☒ No

Print Student Name on Address? ☐ Yes ☒ No

☐ Use All-Day attendance codes instead of periods

Count Att between 08/20/2007 and 06/06/2008

☒ Update letter log table after printing letters

☒ **Update Student Letter tag after printing**

Zero Student Abs/Tdy Letter Counters

☒ Print Preview School Copy, Labels and List must be printed at same time as Letters

Attendance codes that are counted toward this letter

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input checked="" type="radio"/> M	SAT MAKEUP
<input checked="" type="radio"/> N	ID STD INC
<input checked="" type="radio"/> O	OTHER
<input checked="" type="radio"/> P	PRESENT
<input checked="" type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED
<input checked="" type="radio"/> T	TARDY
<input checked="" type="radio"/> U	UNEXCUSED
<input checked="" type="radio"/> V	ACTIVITY
<input checked="" type="radio"/> W	VER TRUANT
<input checked="" type="radio"/> X	EXCUSED
<input checked="" type="radio"/> Y	TDY TRUANT
<input checked="" type="radio"/> Z	SWEEP

Print Letters → Print Sch Copy → Print Labels → **Print List** → eXit Check Letter Text Editor

To generate a tag or record, verify the **Update Student Letter tag** contains a black circle in the button. This will prevent a student from receiving a duplicate letter if absence letters are generated within the same time frame.

To preview the letters prior to printing, click the mouse on the **Preview printer output on screen** button.

To generate an absence or tardy letter, click the mouse on the **Print Letters** button. The following message will display.

To print on white bond paper, click the mouse on the **No** button

The following form will display. The first page will display the field code names. Roll forward to the next page to verify the fields contain the correct data. Click the mouse on the **printer** icon to print the letters.

File Edit View Tools Window Help

100% Close Setup W

Print Letter to Parent : Report

September 14, 2007

M/M A Aquinaga
3337 Columbia Ave
Eagle Point, CA 99998

Dear [PG]:

This letter is to inform you of [FN]'s absences, which have exceeded five days this semester. Shown below is a summary of the dates [FN] was absent, and the reasons given for the absences. he must show marked improvement.

Monday	August 20, 2007	UNVERIFIED
Friday	August 24, 2007	UNVERIFIED
Tuesday	August 28, 2007	UNVERIFIED
Wednesday	September 5, 2007	UNVERIFIED
Thursday	September 6, 2007	UNVERIFIED
Monday	September 10, 2007	UNVERIFIED

The following is an example of the **Absence Letter to Parents**.

Eagle Point Elementary School
1 Eagle Talon Road
Eagle CA, 99999

May 11, 2000

M/M A. Abbott
Re: Austin Abbott
12345 W Eagle Rock
Eagle Point, CA 99999

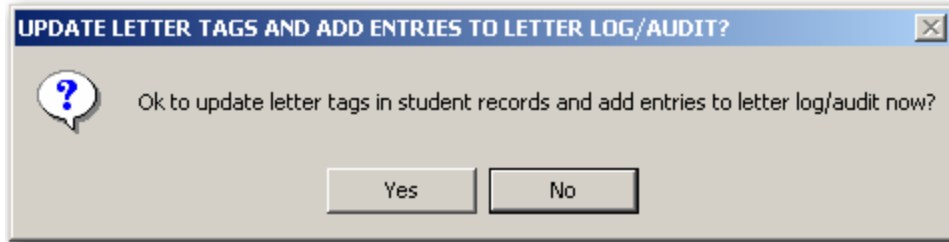
Dear Parent:

This letter is to inform you of Austin's absences, which have exceeded five days this semester. Shown below is a summary of the dates Austin was absent, and the reasons given for the absences.

Date of absence	Reason for absence
Wednesday January 5, 2000	UNVERIFIED
Wednesday January 26, 2000	UNVERIFIED
Thursday January 27, 2000	UNVERIFIED
Friday January 28, 2000	UNVERIFIED
Friday February 18, 2000	UNVERIFIED
Wednesday March 29, 2000	UNVERIFIED
Thursday March 30, 2000	ILLNESS
Tuesday May 9, 2000	UNVERIFIED
Wednesday May 10, 2000	UNVERIFIED
Thursday May 11, 2000	UNVERIFIED

Please help us to insure that Austin receives a quality education by attending class more in the future. If you would like to set up an appointment to meet with me regarding Austin and this issue, please let us know. I can be reached at (999) 555-1212.

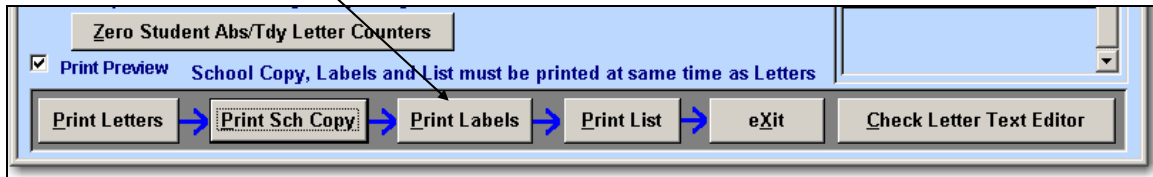
After the print preview screen is exited, the following message will display.



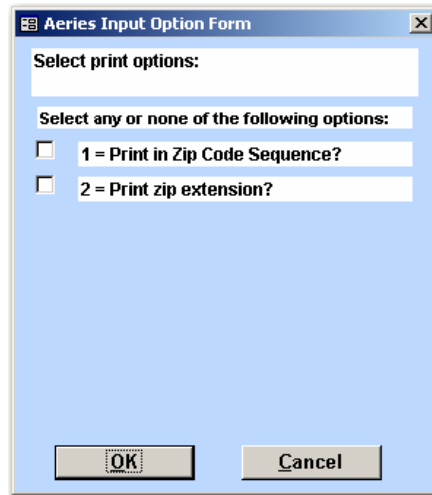
To generate a tag or record, click the mouse on the **Yes** button. This will prevent a student from receiving a duplicate letter if absence letters are generated within the same time frame.

To print an English copy of the letter for the school file, click the mouse on the **Print Sch Copy** button.

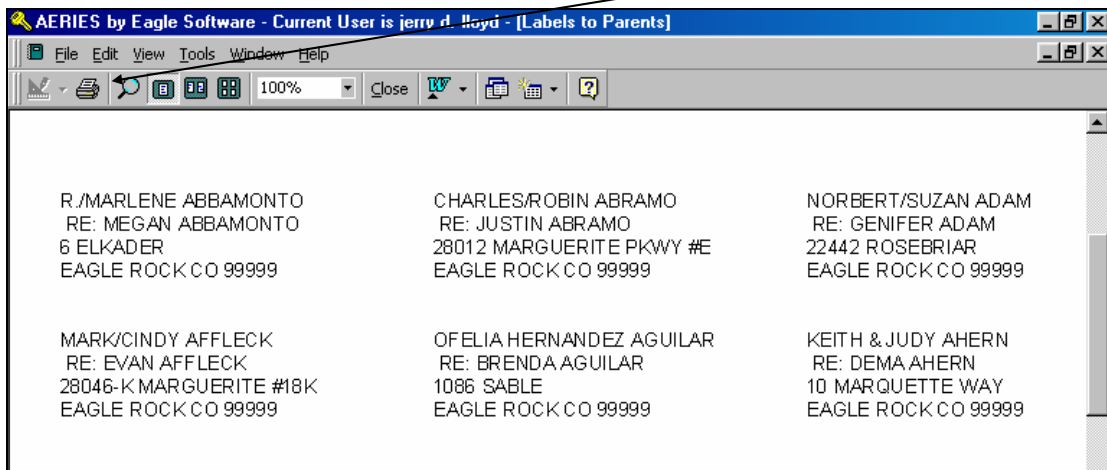
To create labels for the absence letters, click the mouse on the **Print Labels** button.



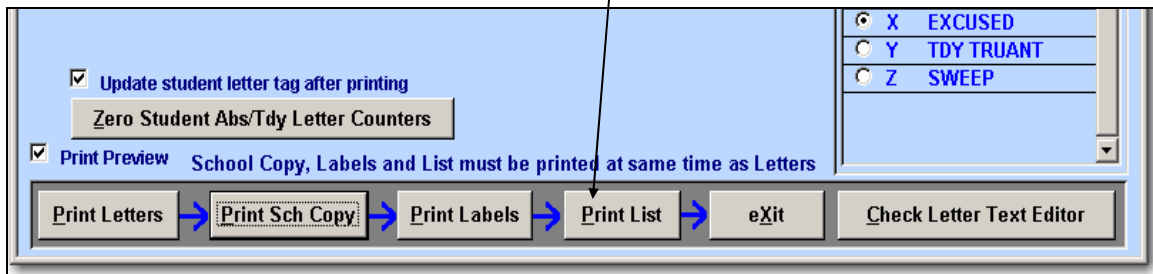
The following message will display.



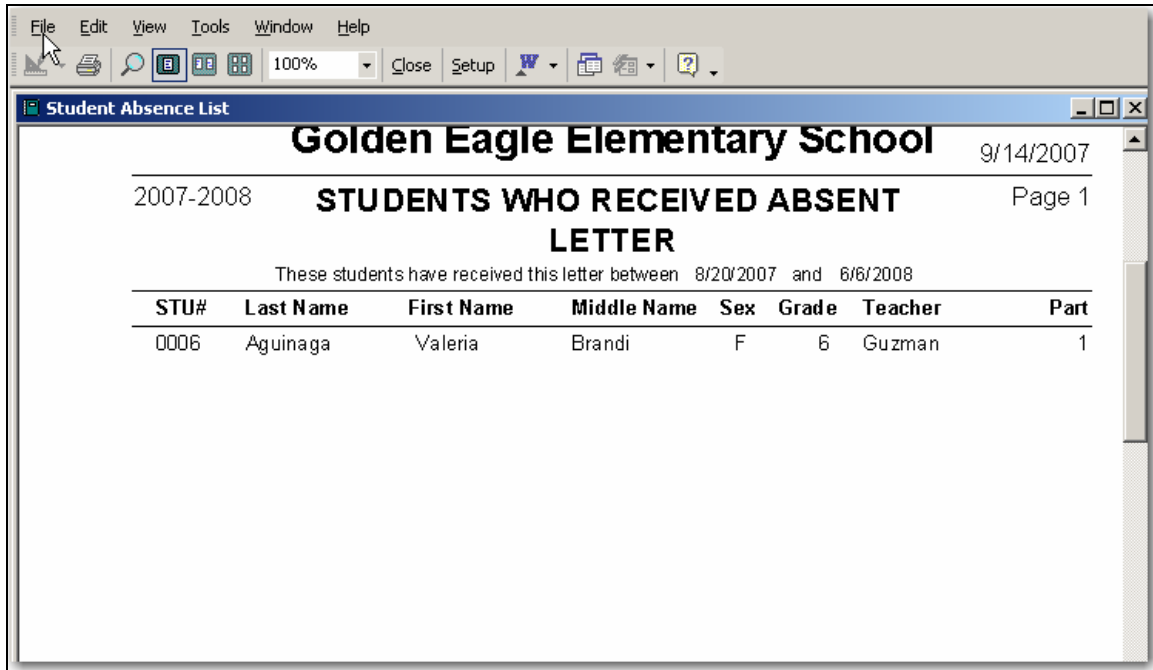
A print preview of the labels will display. Verify the information is correct. To print the labels click the mouse on the printer icon.



To create a listing of students who received absence or tardy letters, click the mouse on the **Print List** button.



A print preview of the list will display. To print the list, click the mouse on the **printer** icon.



The following is an example of the **Students Who Received Absence Letter List** that will be generated.

Golden Eagle Elementary School							9/14/2007
2007-2008	STUDENTS WHO RECEIVED ABSENT LETTER						Page 1
These students have received this letter between 8/20/2007 and 6/6/2008							
STU#	Last Name	First Name	Middle Name	Sex	Grade	Teacher	Part
0006	Aguinaga	Valeria	Brandi	F	6	Guzman	1

PRINT GRAPH OF ENROLLMENT BY TEACHER

This graph will display the number of students in each teacher's class. Select the line interval and click the mouse on the **OK** button.

SELECT LINE INTERVAL

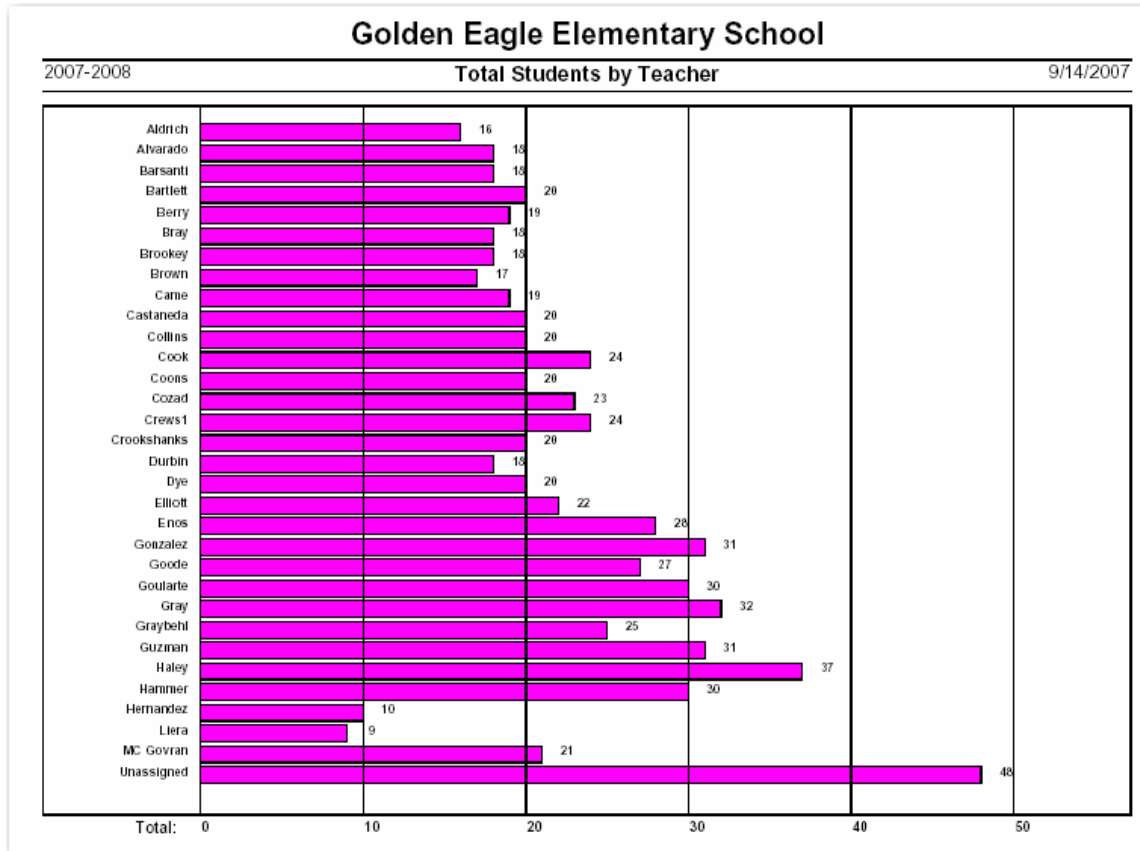
Select line intervals if not:

OK

Cancel

10

The following is an example of the **Graph Of Enrollment By Teacher** report.



**PRINT
STUDENTS
WITH N OR
MORE
ABSENCES**

This report will display each student that has a total number of absences for the absence codes selected. A particular date range and minimum number of absences can be selected for the report.

To print the report, click the mouse on the **Print Students With N or More Absences** button. The following **Input Form** will display.

subInputCodes/special : Form

Check codes to print. Only the first 10 will print.

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input checked="" type="radio"/> I	ILLNESS
<input checked="" type="radio"/> M	SAT MAKEUP
<input checked="" type="radio"/> N	ID STD INC
<input checked="" type="radio"/> O	OTHER
<input checked="" type="radio"/> P	PRESENT
<input checked="" type="radio"/> Q	ID STD COM
<input checked="" type="radio"/> S	SUSPENDED

Start Date: 8/20/2007 End Date: 9/14/2007

Enter the minimum number of absences to be included on report.

2

OK Cancel

All absence codes from the **Absence Code** table will display. To select or de-select an absence code to print on the report, click the mouse on the button to the left of the **Absence Code**.

The date range will automatically default to the first day of school and today's date. Type the desired date range in the **Start Date** and **End Date** fields.

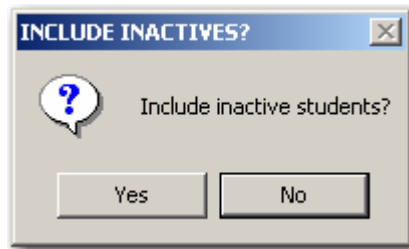
Type the minimum number of absences to be included on this report. Click the mouse on the **OK** button. The following message will display. To sort the report by teacher, click the mouse on the **Yes** button.

SORT BY TEACHER?

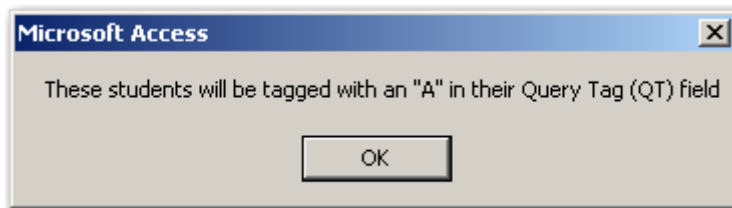
? Would you like to sort by Teacher?

Yes No

The following message will display. To include inactive students click the mouse on the **Yes** button.



The following message will be displayed. Click the mouse on the **OK** button.



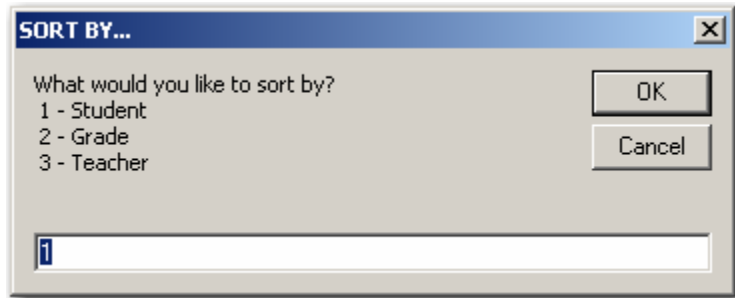
The following is an example of the **Students With N or More Absences** report.

Golden Eagle Elementary School															9/14/2007
2007-2008		Students with 2 or more absences between 8/20/2007 and 9/14/2007													Page 1
STU#	Student Name	Grade	Parent/Guardian	Home Phone	UNV	ILL	SAT	ISU	OTH	PRS	ISC	SUS	TDY	UNX	TOTAL
000003	Aquilar, Jonathan D.	5	M/M A. Aquilar	(777) 555-7860	1	1	-	-	-	-	-	-	-	-	2
000006	Aquinaga, Valeria B.	6	M/M A. Aquinaga	(777) 555-6672	6	-	-	-	-	-	-	-	1	-	7
000023	Amaya, Timothy H.	0	M/M A. Amaya	(777) 555-7420	1	1	-	-	-	-	-	-	-	-	2
000481	Oliver, Francois J.	0	M/M O. Oliver	(777) 555-7775	-	-	-	-	-	-	-	-	2	-	2

PRINT ATTENDANCE SUMMARY BY CLASS, STUDENT OR GRADE

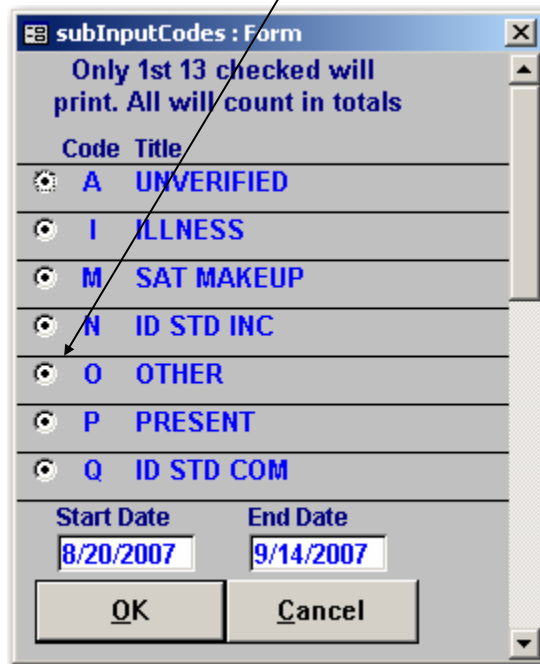
The **Print Attendance Summary by Class, Student or Grade** will display each student's total number of absence for the absence codes selected. The report can be printed for a certain date range and sorted by class, student or grade.

To print the report, click the mouse on the **Print Attend Summary by Class, Student or Grade** button. The following text box will display.



A dialog box titled "SORT BY..." with a close button (X) in the top right corner. It contains the text "What would you like to sort by?" followed by three radio button options: "1 - Student", "2 - Grade", and "3 - Teacher". At the bottom right are "OK" and "Cancel" buttons. At the bottom left is a text input field containing the number "1".

To sort the report, type the number selected in the text field for Student, Grade or Teacher. Click the mouse on the **OK** button. The following **Input Form** will display. All absence codes from the **Absence Code** table will display. To select or de-select an absence code to print on the report, click the mouse on the button to the left of the **Absence Code**.



A dialog box titled "subInputCodes : Form" with a close button (X) in the top right corner. It contains a message: "Only 1st 13 checked will print. All will count in totals". Below this is a table with two columns: "Code" and "Title". The table lists 13 absence codes, each with a radio button to its left. An arrow points to the radio button for the code "N". At the bottom of the dialog are "Start Date" and "End Date" fields, both containing dates from 2007. Below these are "OK" and "Cancel" buttons.

Code	Title
<input type="radio"/> A	UNVERIFIED
<input type="radio"/> I	ILLNESS
<input type="radio"/> M	SAT MAKEUP
<input type="radio"/> N	ID STD INC
<input type="radio"/> O	OTHER
<input type="radio"/> P	PRESENT
<input type="radio"/> Q	ID STD COM

Start Date: 8/20/2007 End Date: 9/14/2007

The date range will automatically default to the first day of school and today's date. Type the desired date range in the **Start Date** and **End Date** fields.

subInputCodes : Form

Only 1st 13 checked will print. All will count in totals

Code	Title
<input checked="" type="radio"/> A	UNVERIFIED
<input type="radio"/> I	ILLNESS
<input type="radio"/> M	SAT MAKEUP
<input type="radio"/> N	ID STD INC
<input type="radio"/> O	OTHER
<input type="radio"/> P	PRESENT
<input type="radio"/> Q	ID STD COM

Start Date: 8/20/2007 End Date: 9/14/2007

OK Cancel

Click the mouse on the **OK** button.

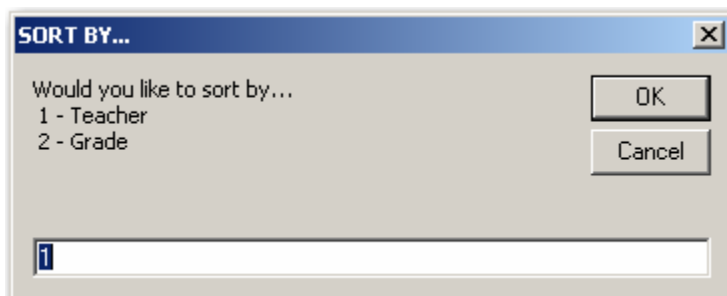
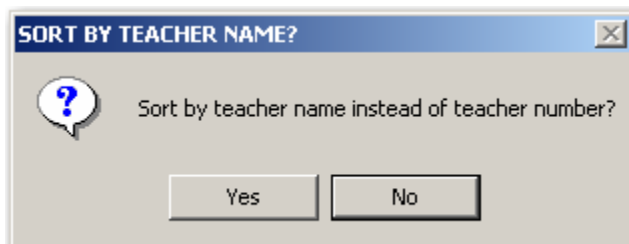
The following is an example of the **Attendance Summary by Class** report.

Golden Eagle Elementary School																							9/14/2007			
2007-2008			ATTENDANCE SUMMARY by STUDENT																		Page 1					
8/20/2007 through 9/14/2007																										
STU#	Student Name	Grd	Days Enrl'd	Days Presen	ADA Abs	Exc Abs	Unex Abs	Exc Tdy	Unex Tdy	UNV	ILL	SAT	ISU	OTH	PRS	ISC	SUS	TDY	UNX	ACT	TRU	EXC				
0001	Aadasian, Robert B.	6	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				
0002	Aadasian, Ruben P.	1	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				
0003	Aguilar, Jonathan D.	5	19	17	0	1	1	0	0	1	1	-	-	-	-	-	-	-	-	-	-	-				
0004	Aguilar, LaTonya S.	4	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				
0005	Aguilar, Stephanie C.	3	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				
0006	Aguinaga, Valeria B.	6	19	13	0	0	6	0	1	6	-	-	-	-	-	-	-	1	-	-	-	-				
0007	Alavez, Abel B.	4	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				
0008	Albarran, Shane I.	K	19	19	0	0	0	0	1	-	-	-	-	-	-	-	-	1	-	-	-	-				
0009	Albarran Jr, David F.	K	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				
0010	Albright, Derek D.	5	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				
0011	Albright, Jerod C.	2	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				
0012	Alcazar, Damien J.	4	19	19	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-				

PRINT ENROLLMENT BY TEACHER OR BY GRADE

This report will display the number of students in each teacher's class by grade and sex. The report can be sorted by teacher or by grade. This report can be utilized to track the number of students in each class throughout the school year.

When the report is selected the following options will display. Click the mouse on the selections.

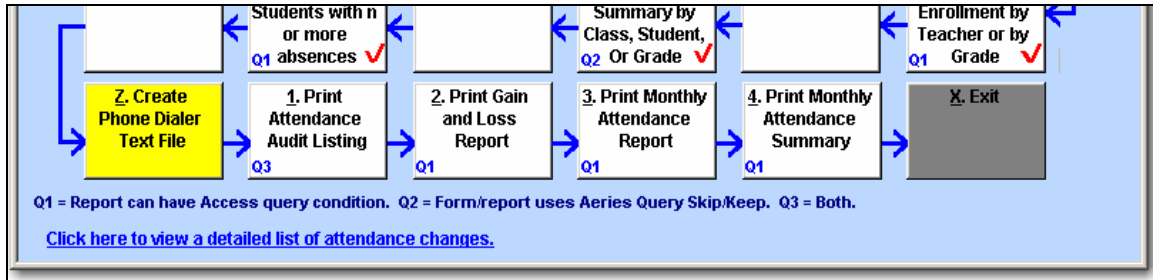


The following is an example of the **Enrollment By Grade** report.

Golden Eagle Elementary School									
2007-2008 Enrollment by Teacher and Grade									
9/14/2007 Page 1									
Teacher and Room	K			1			2		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
001 Aldrich 1	5	11	16	-	-	-	-	-	-
002 Alvarado 2	8	10	18	-	-	-	-	-	-
003 Barsanti 3	8	10	18	-	-	-	-	-	-
108 Bartlett 8	-	-	-	11	9	20	-	-	-
004 Berry 4	8	11	19	-	-	-	-	-	-
005 Bray 5	6	12	18	-	-	-	-	-	-
106 Brookley 6	-	-	-	10	8	18	-	-	-
107 Brown 7	-	-	-	9	8	17	-	-	-
109 Came 9	-	-	-	11	8	19	-	-	-
110 Castaneda 10	-	-	-	11	9	20	-	-	-
212 Collins 12	1	1	2	-	-	-	9	9	18
213 Cook 13	2	-	2	-	-	-	12	10	22
214 Coons 14	1	2	3	-	-	-	9	8	17
215 Cozad 15	3	1	4	-	-	-	8	10	18
316 Crews 16	4	-	4	-	-	-	8	12	20
317 Crookshanks 17	-	2	2	-	-	-	9	9	18
318 Durbin 18	-	-	-	-	-	-	6	12	18
319 Dye 19	-	2	2	-	-	-	1	1	2
320 Elliott 20	1	1	2	-	-	-	8	12	20
421 Enos 21	-	1	1	-	-	-	-	-	-
422 Gonzalez 22	1	3	4	-	-	-	-	-	-
423 Goode 23	-	1	1	-	-	-	-	-	-
524 Goularte 24	1	1	2	-	-	-	-	-	-
525 Gray 25	1	2	3	-	-	-	-	-	-
526 Graybehl 26	2	-	2	-	-	-	-	-	-
627 Guzman 27	1	-	1	-	-	-	-	-	-
628 Haley 28	5	2	7	-	-	-	-	-	-
629 Hammer 29	1	1	2	-	-	-	-	-	-
731 Hernandez 31	-	-	-	-	-	-	-	-	-
730 Liera 30	-	-	-	3	1	4	-	3	3
211 MC Govran 11	3	-	3	-	-	-	8	10	18
000 Unassigned	25	23	48	-	-	-	-	-	-
School Total:	87	97	184	55	43	98	46	51	97

CREATE A PHONE DIALER TEXT FILE

To create a text file for a Phone Dialer program, click the mouse on the **Create Phone Dialer Text File** button.



The following text box will display. This program will include **ALL** absent students for the date selected. To select certain students for the date selected, use the Query Skip or Keep statement.

Create Dialer Text File of Absent Students

CREATE A DIALER TEXT FILE

Include ALL absent students or those absent students selected by the last Query Skip/Keep Statement

Current dialer choice: **No Dialer Selected**

Path to output file: A:\

Name of output text file: DIALER.LST

Date of absence: 09/14/2007

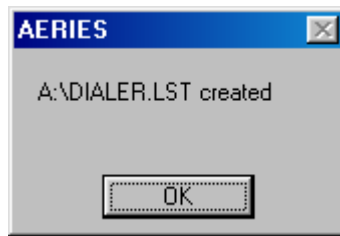
Create eXit

The default for the output path will be **A:**. If the **Path to Output File** is different, type the drive letter and a colon, example **C: .** In the **Name of output text file:** , type the text file name and **.LST**.

Example: DIALER.LST

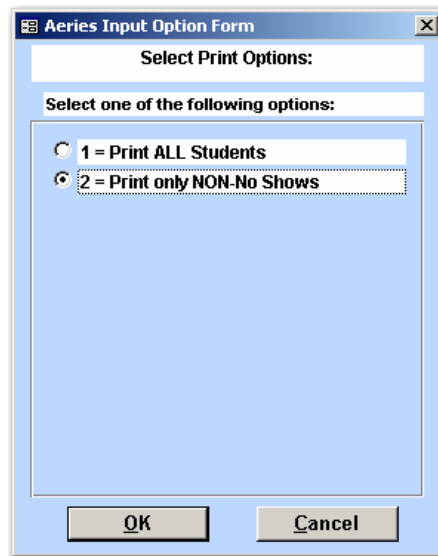
The **Date of Absence** will automatically default to today's date. In the **Date of Absence** field, type the date of the absences that will be used in the **Phone Dialer** program. Click the mouse on the **Create** button.

Once the file has been created, the following message will display. Click the mouse on the **OK** button.



Print Attendance Audit Listing

This report will display all students who have mismatches or errors in there attendance records.



The following is an example of an **Attendance Audit List**.

Golden Eagle Elementary School					
2007-2008		ATTENDANCE AUDIT LISTING			Sep 14, 2007
					Page 1
Stu#	Student Name	Status	Grd	Prog	Tch Error
000010	Albright, Derek	05	524	Active student not currently enrolled in attendance	
000086	Borja, Carissa	01	107	Student is active and has a Leave date in STU	

PRINT GAIN

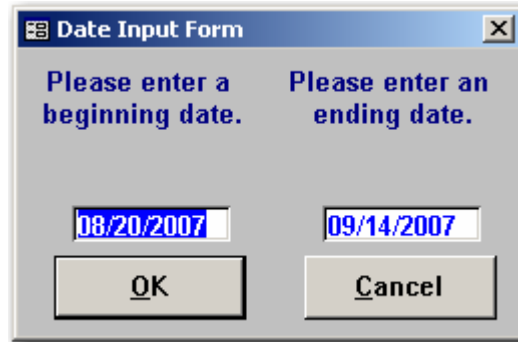
This report will display all students who have entered or left the

AND LOSS REPORT

school, changed teachers, grade, special program or track during the current school year.

The student number, name and sex for each student who enters or leaves will display. It will also display the cumulative total of students carried forward, gains, losses, and ending enrollment for each day.

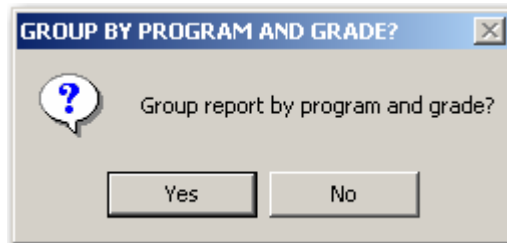
To print the report, click the mouse on the **Print Gain and Loss Report** button. The following **Date Input Form** will display.



The image shows a 'Date Input Form' dialog box. It has a title bar with a close button. Inside, there are two prompts: 'Please enter a beginning date.' and 'Please enter an ending date.' Below each prompt is a text field. The first field contains '08/20/2007' and the second contains '09/14/2007'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

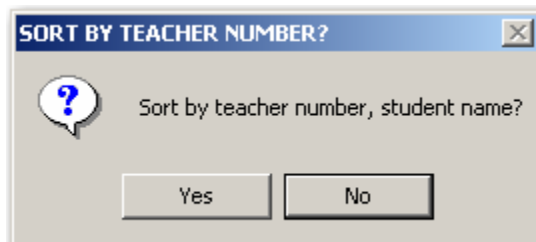
The dates will automatically default to the first day of school and today's date. Type the desired date range in the beginning and ending date fields. Click the mouse on the **OK** button.

The report can be grouped by program and grade. Click the mouse on the **Yes or No** button.



The image shows a 'GROUP BY PROGRAM AND GRADE?' dialog box. It has a title bar with a close button. Inside, there is a question mark icon in a speech bubble and the text 'Group report by program and grade?'. At the bottom, there are two buttons: 'Yes' and 'No'.

The report can be sorted by teacher number, student number. Click the mouse on the **Yes or No** button.



The image shows a 'SORT BY TEACHER NUMBER?' dialog box. It has a title bar with a close button. Inside, there is a question mark icon in a speech bubble and the text 'Sort by teacher number, student name?'. At the bottom, there are two buttons: 'Yes' and 'No'.

The following is an example of the **Gain and Loss** report.

Golden Eagle Elementary School							9/14/2007
2007-2008		GAIN AND LOSS REPORT					Page 1
08/21/2007 through 09/14/2007							
DATE	STU#	Student Name	Sex	Grd	GAIN	LOSS	Tch
8/21/07	000007	Alavez, Abel B	M	4	GAIN		421
8/21/07	Carried Forward: 732		Gains: 1	Total: 733	Losses: 0	Ending Enroll: 733	
8/27/07	000010	Albright, Derek D	M	5		LOSS	524
8/27/07	Carried Forward: 733		Gains: 0	Total: 733	Losses: 1	Ending Enroll: 732	
9/14/07	Carried Forward: 732		Gains: 0	Total: 732	Losses: 0	Ending Enroll: 732	

PRINT MONTHLY ATTENDANCE REPORT

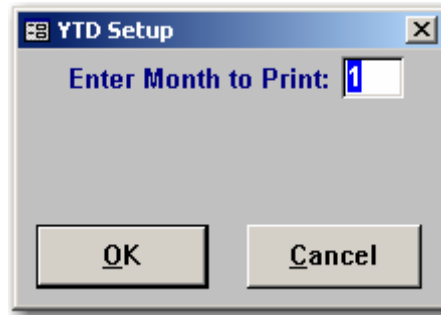
This report will display the monthly attendance, in order by program, teacher, grade, and track. It is normally printed at the end of each attendance month.

The report will display each student's attendance for every day during the attendance month selected. It will also display the total number of days each student is not enrolled and has non-apportionment and apportionment absences. Totals will display at the end of each class.

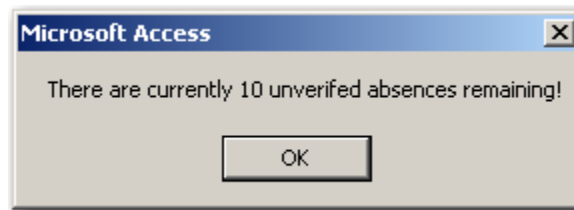
Staff Development Days are not calculated during or after the 1999-2000 school year.

Students who enter the school during the month are counted as **GAINS**, and noted with a + before their names. Students who leave the school during the month are counted as **LOSSES** and noted with a – before their names. In the first school month, every student is counted as a gain.

To print the report, click the mouse on the **Print Monthly Attendance Report** button. The following text box will display. Type the attendance month in the text field. Click the mouse on the **OK** button.



If there are still unverified absences the following message will display. Click the mouse on the **OK** button.



The following is an example of the **Monthly Attendance Report**.

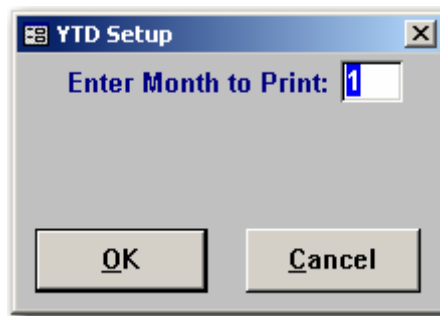
		Golden Eagle Elementary School																				9/14/2007			
2007-2008		MONTHLY ATTENDANCE REPORT																				Page 1			
		Month 1 - From 08/20/2007 Through 09/14/2007																				Teacher 0 - Unassigned Grade K			
Regular Program																									
STU#	Student Name	08/20	08/21	08/22	08/23	08/24	08/27	08/28	08/29	08/30	08/31	09/03	09/04	09/05	09/06	09/07	09/10	09/11	09/12	09/13	09/14	Not Enrolled	Nov Abs	Appr Abs	Total Appor
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	Enrolled	Abs	Abs	Appor
000033+	Aquino, Joshua F.	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000046+	Arroyo, Tanya T.	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000047+	Arteta, Kaila	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000093+	Brown, Desairee J.	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000098+	Burke, Anthony A.	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000115+	Carias, Vamari E.	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000145+	Colvin, Geniesha E.	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000146+	Colvin, Kymber	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000147+	Connett, Robert Dan	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000177+	Derienzo, Cameron	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000196+	Escalera, Elizabeth	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000198+	Espinoza, Morgan D	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000202+	Farar, Alondra R.	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19
000207+	Fielding, Troy V.	—	—	—	—	—	—	—	—	—	—	HOL	—	—	—	—	—	—	—	—	—	0	0	0	19

PRINT MONTHLY ATTENDANCE SUMMARY

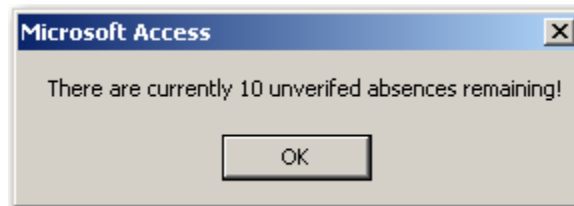
This report will display a summary of the monthly attendance by teacher, grade, program, and track. It is normally printed at the end of each attendance month.

When this report is generated it will create a new temporary work table and update the YTD table. **It is crucial that this report is run every month to calculate the YTD (year-to-date) totals correctly.**

To print the report, click the mouse on the **Print Monthly Attendance Summary** button. The following text box will display. Type the attendance month in the text field. Click the mouse on the **OK** button.



If there are still unverified absences the following message will display. Click the mouse on the **OK** button.



- **# Days Taught** – Calculated from the attendance calendar. May vary by track in multi-track schools.
- **Enrollment Carried Forward** – Students enrolled at end of the preceding month.
- **Gains** – Students who entered during the current month.
- **Total Enrollment** – Enrollment carried forward plus gains.
- **Losses** - Students who left during the current month.
- **Ending Enrollment** - Total enrollment minus losses and is carried forward to the next month.
- **Days Not Enrolled** - Total days students were not enrolled in this class, grade, program, and track.
- **Days Non-apportionment Attendance** - Total number of unexcused absences.
- **Days Apportionment Absence** - Total number of excused absences.
- **Total Actual Attendance** – Total number of teaching days multiplied by the total enrollment, minus days not enrolled, minus days of non-apportionment attendance, minus days of apportionment absences.
- **Total Apportionment Attendance** – Total number of teaching days multiplied by the total enrollment, minus days not enrolled, minus days of non-apportionment attendance, plus apportionment staff development days.
- **Total Average Daily Attendance** - Total apportionment attendance divided by total days of enrollment and staff development.
- **Year-to-date** – Total apportionment, days taught, and total ADA.

The following is an example of the **Monthly Attendance Summary**.

Golden Eagle Elementary School																
2007-2008		MONTHLY ATTENDANCE SUMMARY										9/14/2007				
		Month 1 - From 08/20/2007 Through 09/14/2007										Page 1				
Regular Program																
Grade Level	Teacher Number	A # Days Targit	B Enroll- ment Carried Forward	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enrolled	H Days Not- Apport Attend	I Days Apport Abs	J Total Actual Attend (A* D)-G- H-I	K Total Apport Attend (A* D)-G-H	L Total A.D.A. K/A	YEAR TO DATE		
														M Total Apport Attendance	N Days Targit	O Total ADA (M/N)
K		19	0	48	48	0	48	0	0	0	912	912	48.00	912	19	48.00
K	001	19	0	16	16	0	16	0	5	0	299	299	15.74	299	19	15.74
K	002	19	0	18	18	0	18	0	0	0	342	342	18.00	342	19	18.00
K	003	19	0	18	18	0	18	0	0	0	342	342	18.00	342	19	18.00
K	004	19	0	19	19	0	19	0	0	0	361	361	19.00	361	19	19.00
K	005	19	0	18	18	0	18	0	0	0	342	342	18.00	342	19	18.00
K	211	19	0	3	3	0	3	0	0	0	57	57	3.00	57	19	3.00
K	212	19	0	2	2	0	2	0	0	0	38	38	2.00	38	19	2.00
K	213	19	0	2	2	0	2	0	0	0	38	38	2.00	38	19	2.00
K	214	19	0	3	3	0	3	0	0	0	57	57	3.00	57	19	3.00
K	215	19	0	4	4	0	4	0	0	0	76	76	4.00	76	19	4.00
K	316	19	0	4	4	0	4	0	0	0	76	76	4.00	76	19	4.00
K	317	19	0	2	2	0	2	0	0	0	38	38	2.00	38	19	2.00
K	319	19	0	2	2	0	2	0	0	0	38	38	2.00	38	19	2.00
K	320	19	0	2	2	0	2	0	0	0	38	38	2.00	38	19	2.00
K	421	19	0	1	1	0	1	0	0	0	19	19	1.00	19	19	1.00
K	422	19	0	4	4	0	4	0	0	0	76	76	4.00	76	19	4.00
K	423	19	0	1	1	0	1	0	0	0	19	19	1.00	19	19	1.00
K	524	19	0	2	2	0	2	0	0	0	38	38	2.00	38	19	2.00
K	525	19	0	3	3	0	3	0	0	0	57	57	3.00	57	19	3.00
K	526	19	0	2	2	0	2	0	0	0	38	38	2.00	38	19	2.00
K	627	19	0	1	1	0	1	0	0	0	19	19	1.00	19	19	1.00
K	628	19	0	7	7	0	7	0	0	0	133	133	7.00	133	19	7.00
K	629	19	0	2	2	0	2	0	0	0	38	38	2.00	38	19	2.00
K	TOTAL	19	0	184	184	0	184	0	5	0	3491	3491	183.74	3491	19	183.74
TOTAL KDG		19	0	184	184	0	184	0	5	0	3491	3491	183.74	3491	19	183.74

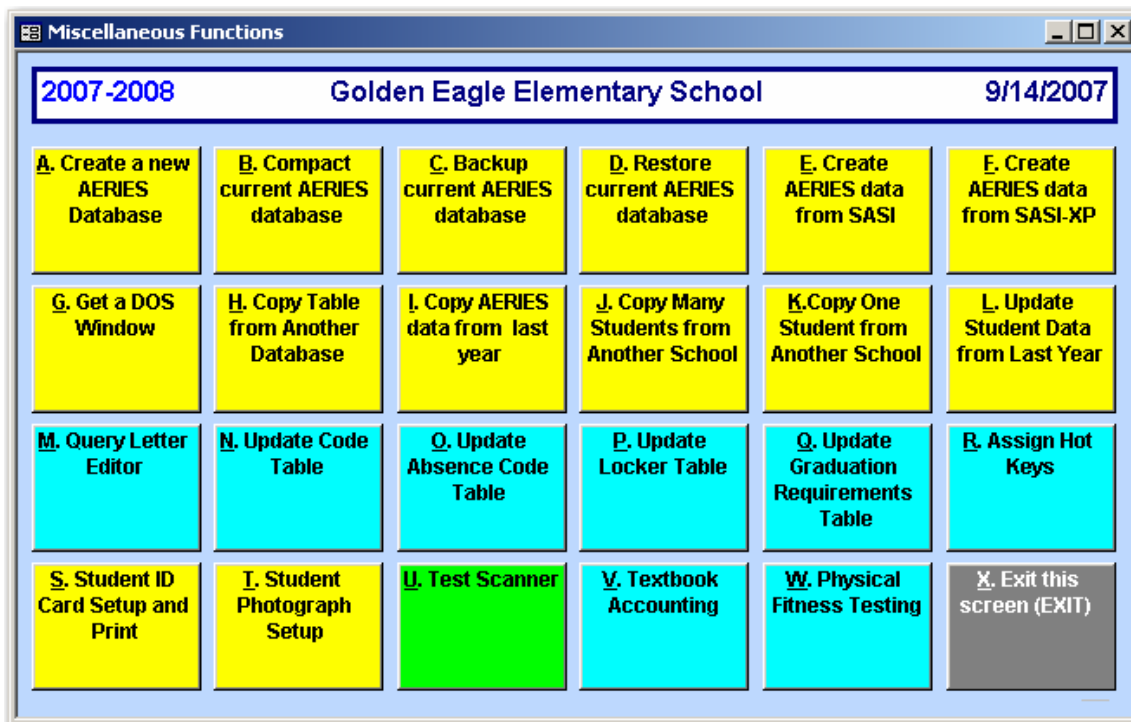
Principal Signature _____ Date _____

To the best of my knowledge, the information contained on this document is accurate and complete.

Miscellaneous – Elementary User Manual

October 9, 2007

MISCELLANEOUS The **Miscellaneous** form displays various programs that are utilized to perform maintenance to the tables and database. These programs are not daily functions. The form is color coded to visually display which buttons are maintenance programs (yellow), test scanner (green), or programs used to display and update tables (blue.)



2007-2008		Golden Eagle Elementary School		9/14/2007	
A. Create a new AERIES Database	B. Compact current AERIES database	C. Backup current AERIES database	D. Restore current AERIES database	E. Create AERIES data from SASI	F. Create AERIES data from SASI-XP
G. Get a DOS Window	H. Copy Table from Another Database	I. Copy AERIES data from last year	J. Copy Many Students from Another School	K. Copy One Student from Another School	L. Update Student Data from Last Year
M. Query Letter Editor	N. Update Code Table	O. Update Absence Code Table	P. Update Locker Table	Q. Update Graduation Requirements Table	R. Assign Hot Keys
S. Student ID Card Setup and Print	T. Student Photograph Setup	U. Test Scanner	V. Textbook Accounting	W. Physical Fitness Testing	X. Exit this screen (EXIT)

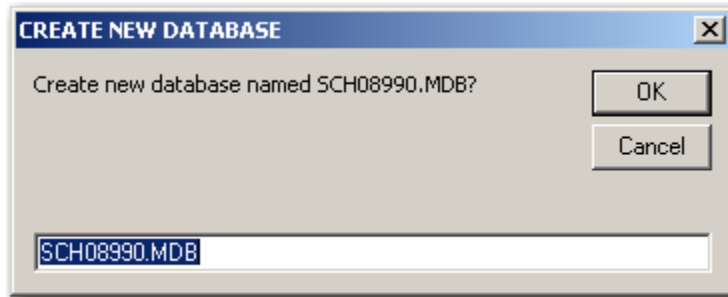


NOTE:

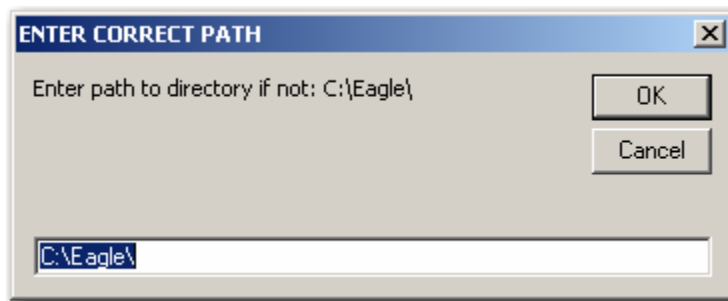
These programs are **NOT** daily functions and are usually not performed at the school sites. They should only be utilized by trained personnel or at the District level.

CREATE A NEW AERIES™ DATABASE

The **Create A New Aeries™ Database** is used to create a new database, for a specific year and school. This option is mostly used to create a database for the upcoming school year. To create a new database, click the mouse on the **Create A New Aeries™ Database** button. The following message will display and will include the suggested database name.



The name contains **SCH**, two-digits for the next school year, a three-digit school number and a file extension of **.MDB**. To change the name, type a new school year and school number. Click the mouse on the **OK** button. The following message will display the default path where the new database will be stored.



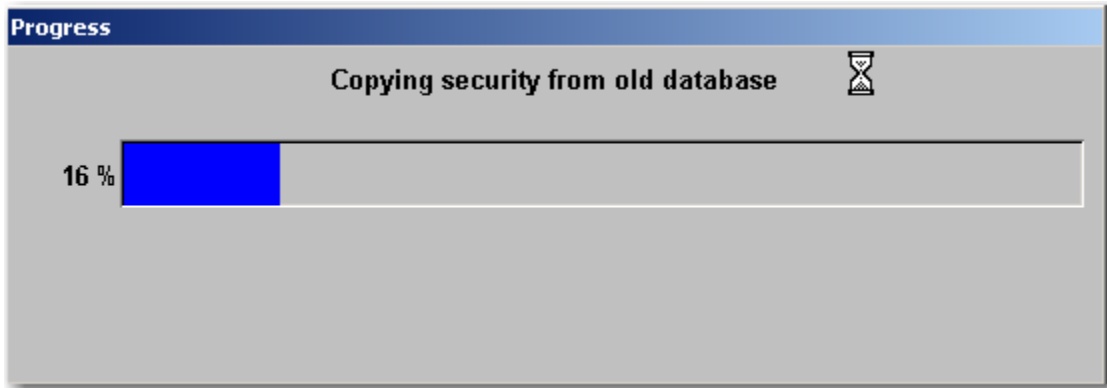
To change the path, type a new path in the text field. Click the mouse on the **OK** button.



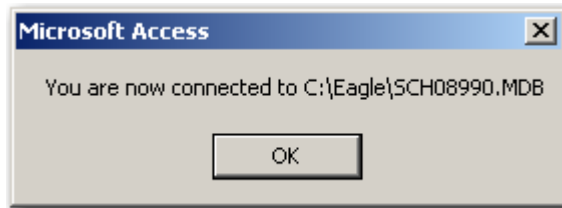
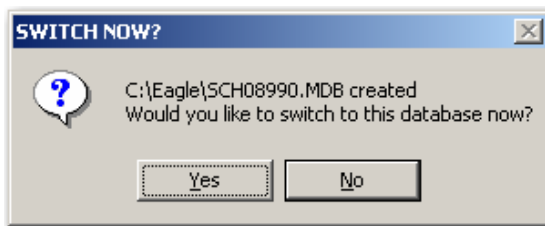
NOTE:

In order for this new database to work in the **Aeries™** program, the name of the new database **MUST** follow the same naming convention as displayed.

The following message will be displayed.

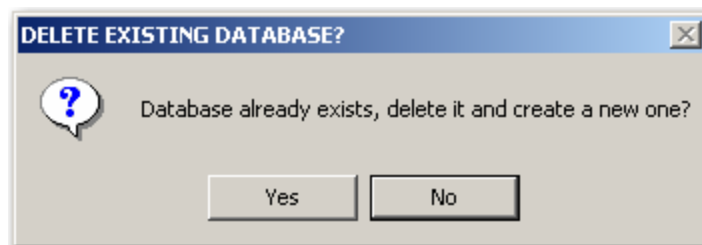


To switch over to the new database, click the mouse on the **Yes** button. A message will display when connected to the new database.

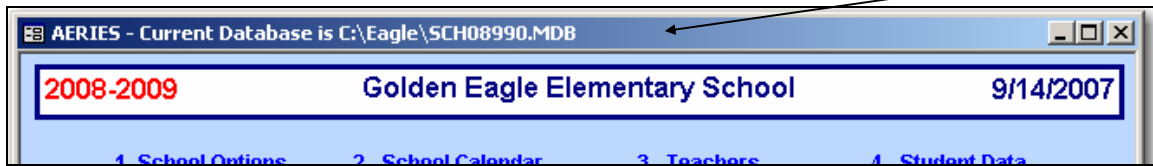


NOTE:

If the following message displays while trying to create this database, the new database has already been created. Click the mouse on the No button.

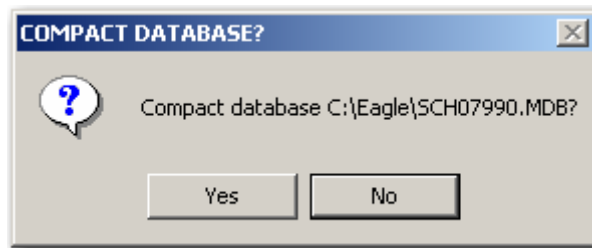


The **Miscellaneous** form will now access the new database. The **new database name, school name and the new year will display.**

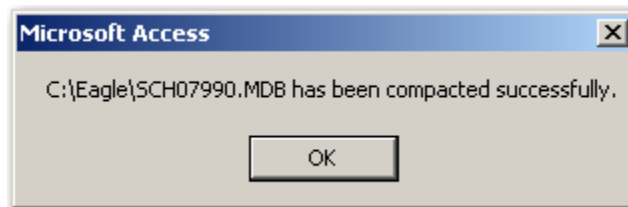


COMPACT CURRENT AERIES™ DATABASE

The **Compact Current Aeries™ Database** is used to reorganize the **Aeries™** database that the school is utilizing. When this option is selected the following message will display.



Click the mouse on the **Yes** button. **No one can be accessing the database while this program is running.** If someone is currently accessing the database the program will not allow the compact to occur. When the compact is complete a message will display.



Click the mouse on the **OK** button. The compact has now completed successfully.

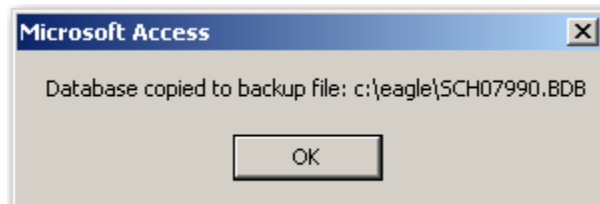
BACKUP CURRENT AERIES™ DATABASE

The **Backup Current Aeries™ Database** is used to make a copy of the **Aeries™** database as a safeguard. This option will make a fast copy of the database to the hard disk or to floppy disk(s).

When this option is selected the following message will display.



Type the number in the text box for the type of backup to be performed. Click the mouse on the **OK** button. The following message will display.



The copy of the database will be created with the same name but with a file extension of **.BDB**. Click the mouse on the **OK** button.

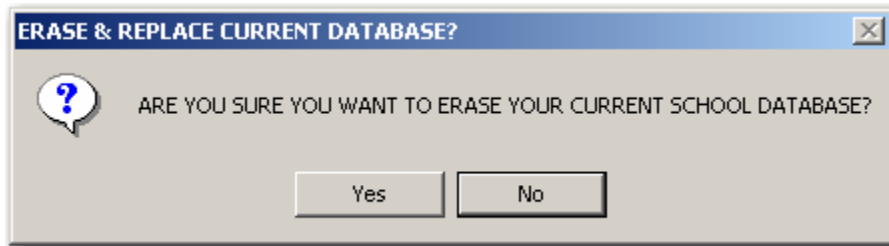


NOTE:

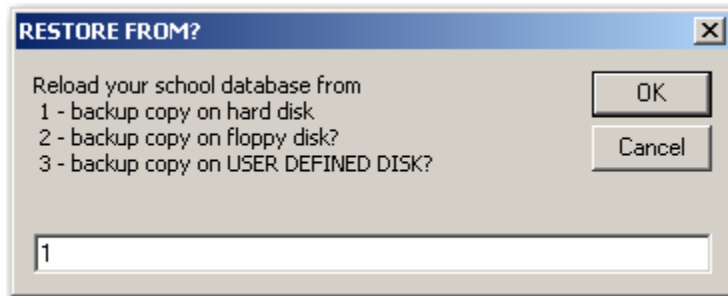
High Density diskettes are required to perform a SAFE backup.

RESTORE CURRENT AERIES™ DATABASE

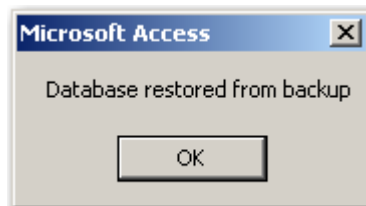
The **Restore Current Aeries™ Database** is used to reinstate a backup copy of the **Aeries™** database. This option is mostly used when the current database has been corrupted and cannot be repaired. A restore can be performed of the last backup copy of the database. Once restored, **the current database will be erased** and the backup copy of the database will become the current database. When this option is selected the following message will display.



To replace the current database with your backup copy, click the mouse on the **Yes** button. The following message will display.



Type the number in the text box for the type of backup recently performed. Click the mouse on the **OK** button. The following message will display. Click the mouse on the **OK** button. The database has now been restored.



NOTE:

Remember - ALL data previously entered into the original database after the backup copy was created **MUST** be re-entered into the new restored database.

CREATE AERIES™ DATA FROM SASI

The **Create Aeries Data From SASI** is used to convert **SASI** data and update the tables in the **Aeries™** database. The tables can be created individually or **ALL** tables can be created at the same time. When this option is selected the following form will display.

Create AERIES Tables

Create AERIES tables from SASI files

User Name: Year: School: Complete Path to SASI3 file:

Convert these first: [Select SASI file to convert](#)

Convert these next:

Convert these next:

Convert these last:

GRD	MRK	SSS	ATT	ATD	SUP	IMM	DIS
PRG	RPT	HIS	PAR	ATP	TST	HLT	ADS
VIS	CNF	CHS	FRM	FEE	CAR	COL	ADR
TBT	CET	HIM	EMG	LKR	OBJ	SPC	PRN

Note: Your SASI files are not changed in any way.

This option will display in **blue** all of the tables to be updated from the **SASI** files that are available for conversion.

TO CONVERT INDIVIDUAL SASI FILES

In the **Complete Path to SASI3 file:** field, type the path where the **SASI** files are stored. To convert individual tables, click the mouse on the button for the table selected.



NOTE:

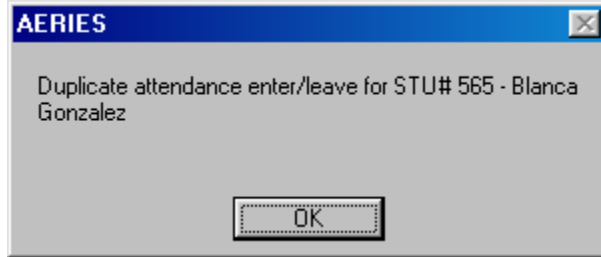
When converting tables individually, it is crucial that the order of the conversion be performed as displayed.

The following message will display. To create the new table, click the mouse on the **Yes** button.

The following message will display when the table has been created. Click the mouse on the **OK** button.

Once the **LOC** and **TCH** tables have been created, the remaining tables can be converted. It is crucial that the order of the file conversion be performed as displayed.

If there are data problems while converting the **SASI** files, error messages will display. The following is an example:



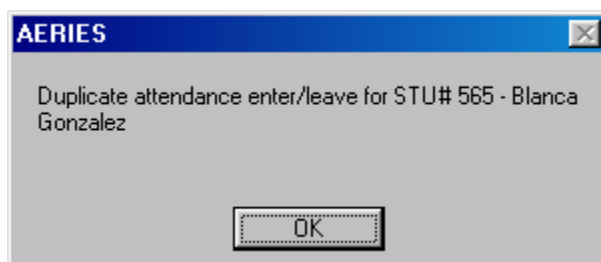
NOTE:

It is crucial that **ALL** data integrity problems be resolved prior to utilizing the new **Aeries™** database. Some data problems may require repairing the data in the SASI file and re-converting the files.

CONVERT ALL SASI FILES TO AERIES™ TABLES

In the **Complete Path to SASI3 file:** field, type the path where the **SASI** files are stored. To convert **ALL SASI** files click the mouse on the **Convert All SASI files to Aeries™ tables** button.

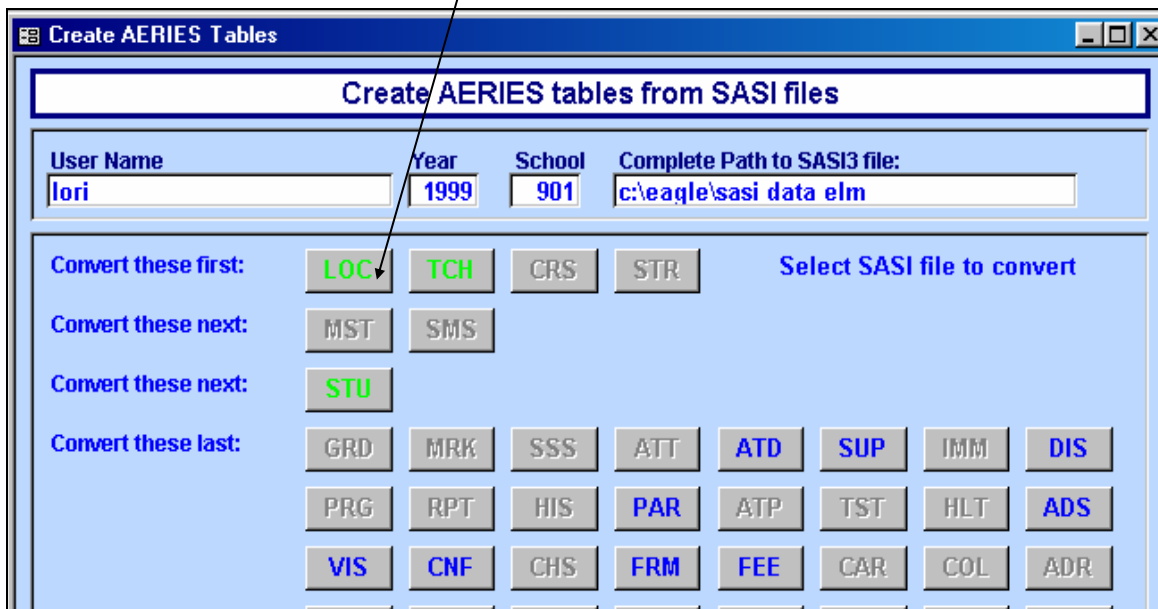
If there are data problems while converting the **SASI** files, error messages will display. The following is an example:



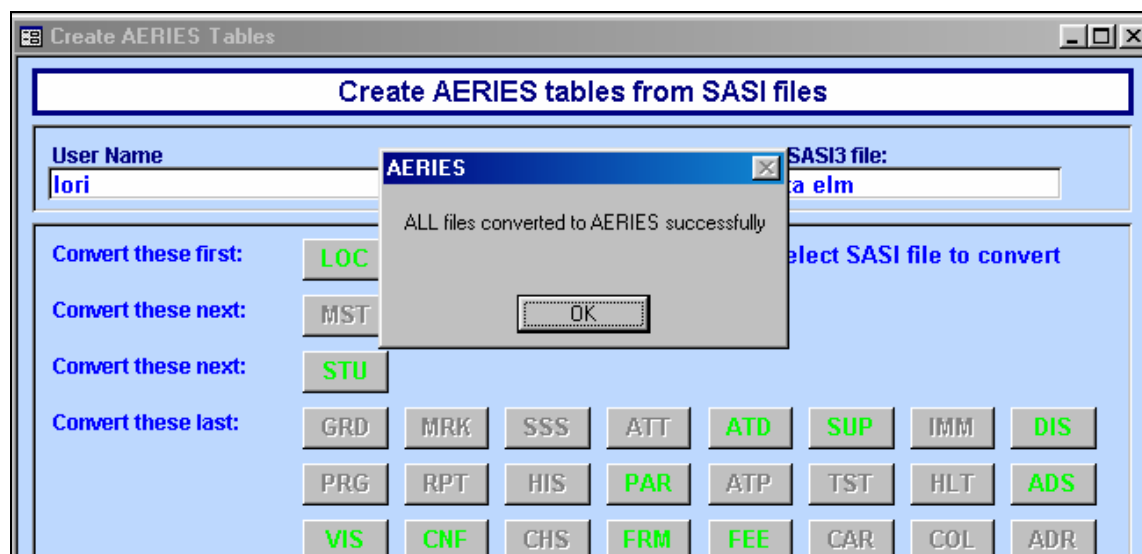
NOTE:

It is crucial that **ALL** data integrity problems be resolved prior to utilizing the new **Aeries™** database. Some data problems may require repairing the data in the **SASI** file and re-converting the files.

As the **SASI** files are converted the **Aeries™** table buttons will turn from **blue** to **green**.



When all **SASI** files have been converted to **Aeries™** tables the following message will display. Click the mouse on the **OK** button.



All tables that were converted will now display in **green**. If any of the **SASI** files did not convert successfully the button will still display **blue**.

If any of the buttons display **red** the **SASI** file may be corrupted and will need to be recreated. The file will then need to be re-converted.

Create AERIES Tables

Create AERIES tables from SASI files

User Name: Year: School: Complete Path to SASI3 file:

Convert these first: [Select SASI file to convert](#)

Convert these next:

Convert these next:

Convert these last:

CREATE AN EMPTY AERIES™ DATABASE FIRST

To create an empty **Aeries** database, click the mouse on the **Create an Empty Aeries™ Database First** button.

Create AERIES Tables

Create AERIES tables from SASI files

User Name: Year: School: Complete Path to SASI3 file:

Convert these first: [Select SASI file to convert](#)

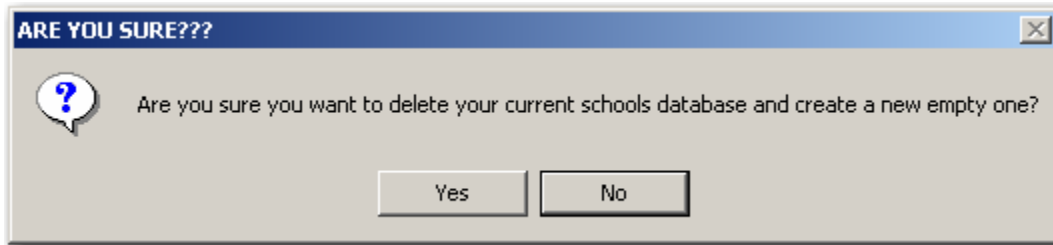
Convert these next:

Convert these next:

Convert these last:

Note: Your SASI files are not changed in any way.

The following message will display. To delete the current database and create an empty database, click the mouse on the **Yes** button. A message will display when the database is created.



CREATE AERIES™ DATA FROM SASI-XP

The **Create Aeries Data From SASI-XP** is used to convert **SASI-XP** data and update the tables in the **Aeries™** database. The tables can be created individually or **ALL** tables can be created at the same time. When this option is selected the following form will display.

Create AERIES tables from SASI-XP files								
User Name	Year	School	Complete Path to SASI-XP files:					
lori	1999	01	c:\eagle\xpdata					
Convert these first:	LOC	TCH	CRS	Select SASI-XP file to convert				
Convert these next:	MST	SMS	DAY					
Convert these next:	STU							
Convert these last:	GRD	SEC	SSS	ATT	ATD	SUP	IMM	DIS
	PRG	RPT	HIS	PAR	ATP	TST	HLT	CTS
	PRN	CNF	CHS	FRM	FEE	CAR	COL	ADR
	TBT	CET	HIM	EMG	LKR	TBL	SPE	
Note: Your SASI-XP files are not changed in any way.		Create an EMPTY AERIES database first		Convert ALL SASI-XP files to AERIES tables		EXIT		

This option will display in **blue** all of the tables to be updated from the **SASI-XP** files that are available for conversion.



NOTE:

It is crucial that you verify **ALL** SASI-XP data for data integrity and any problems **MUST** be resolved prior to utilizing the data in the new **Aeries™** database.

TO CONVERT INDIVIDUAL SASI-XP FILES

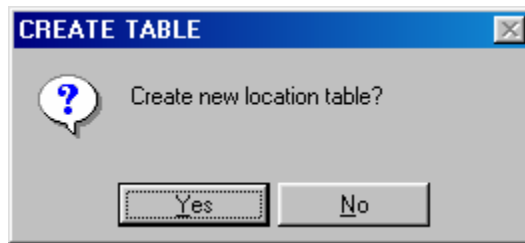
In the **Complete Path to SASI3 file:** field, type the path where the **SASI-XP** files are stored. To convert individual tables, click the mouse on the button for the **table** selected.



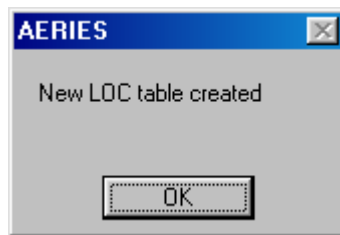
NOTE:

When converting tables individually, it is crucial that the order of the conversion be performed as displayed.

The following message will display. To create the new table, click the mouse on the **Yes** button.

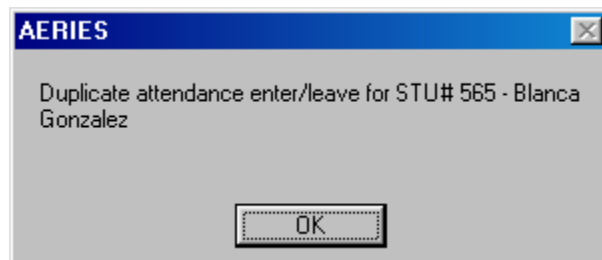


The following message will display when the table has been created. Click the mouse on the **OK** button.



Once the **LOC** and **TCH** tables have been created, the remaining tables can be converted. It is crucial that the order of the file conversion be performed as displayed.

If there are data problems while converting the **SASI-XP** files, error messages will display. The following is an example:



NOTE:

It is crucial that **ALL** data integrity problems be resolved prior to utilizing the new **Aeries™** database. Some data problems may require repairing the data in the **SASI-XP** file and re-converting the files.

CONVERT ALL SASI-XP FILES TO AERIES™ TABLES

In the **Complete Path to SASI3 file:** field, type the path where the **SASI-XP** files are stored. To convert **ALL SASI-XP** files click the mouse on the **Convert All SASI files to Aeries™** tables button.

This option will display in blue all of the tables to be updated from the **SASI-XP** files that are available and will be converted.

If there are data problems while converting the **SASI-XP** files, error messages will display. The following is an example:



NOTE:

It is crucial that **ALL** data integrity problems be resolved prior to utilizing the **Aeries™** database. Some data problems may require repairing the data in **SASI-XP** file and re-converting files.

As the **SASI-XP** files are converted the **Aeries™** table buttons will turn from **blue** to **green**.

Create AERIES Tables

Create AERIES tables from SASI-XP files

User Name: lori Year: 1999 School: 01 Complete Path to SASI-XP files: c:\eagle\xpdata

Convert these first: **LOC** TCH CRS

Convert these next: MST SMS **DAY**

Convert these next: **STU**

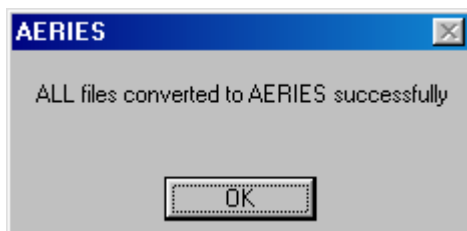
Convert these last:

GRD	SEC	SSS	ATT	ATD	SUP	IMM	DIS
PRG	RPT	HIS	PAR	ATP	TST	HLT	CTS
PRN	CNF	CHS	FRM	FEE	CAR	COL	ADR
TBT	CET	HIM	EMG	LKR	TBL	SPE	

Note: Your SASI-XP files are not changed in any way. Create an EMPTY AERIES database first Convert ALL SASI-XP files to AERIES tables EXIT

If any of the buttons display **red** the **SASI-XP** file may be corrupted and will need to be recreated. The file will need to be converted again.

When all **SASI-XP** files have been converted to **Aeries™** tables the following message will display. Click the mouse on the **OK** button.



All tables that were successfully converted will now display in **green**. If any **SASI-XP** files did not convert the button will still display **blue** and any corrupted files will display **red**.

CREATE AN EMPTY AERIES™ DATABASE FIRST

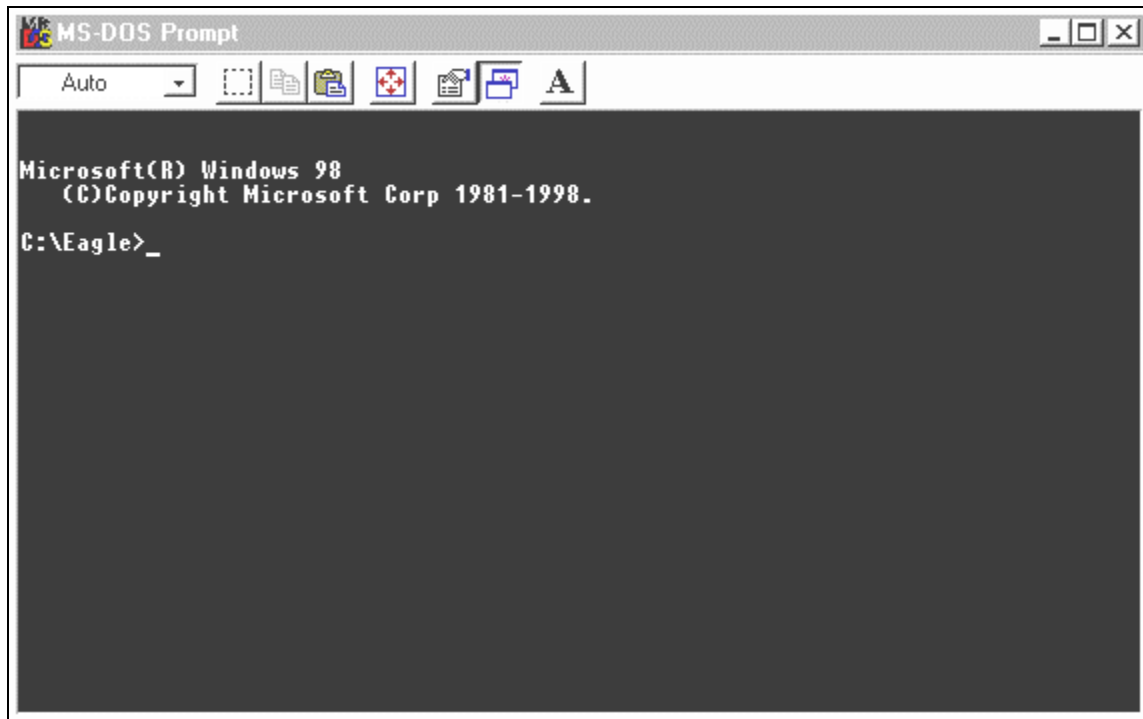
If it is necessary to create an empty **Aeries** database, click the mouse on the **Create an Empty Aeries™ Database First** button.

The following message will display. To delete the current database and create an empty database, click the mouse on the **Yes** button.

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

GET A DOS WINDOW

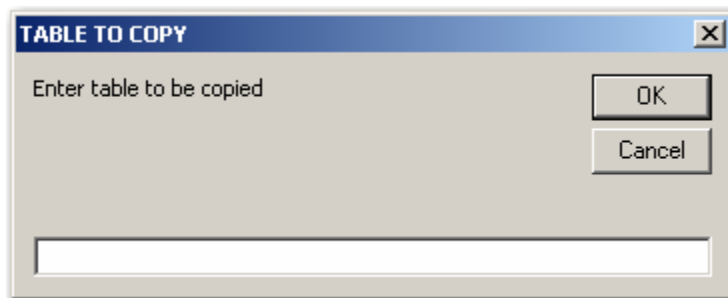
The **Get A DOS Window** is used to access and use the **DOS** commands without leaving the *Aeries*™ system. When this option is selected the **DOS** window will display on the screen.



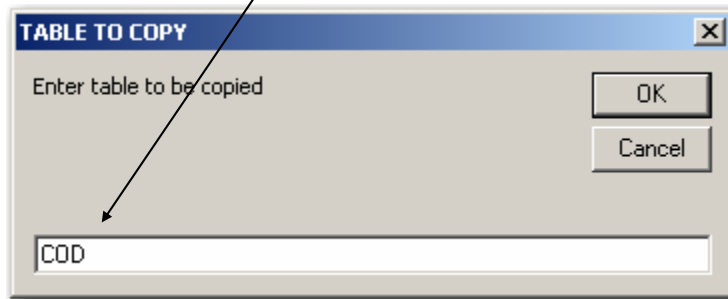
The **DOS** prompt is now available. To return to *Aeries*™ click the mouse on the **X** in the top right hand corner to close out **DOS**.

COPY TABLE FROM ANOTHER DATABASE

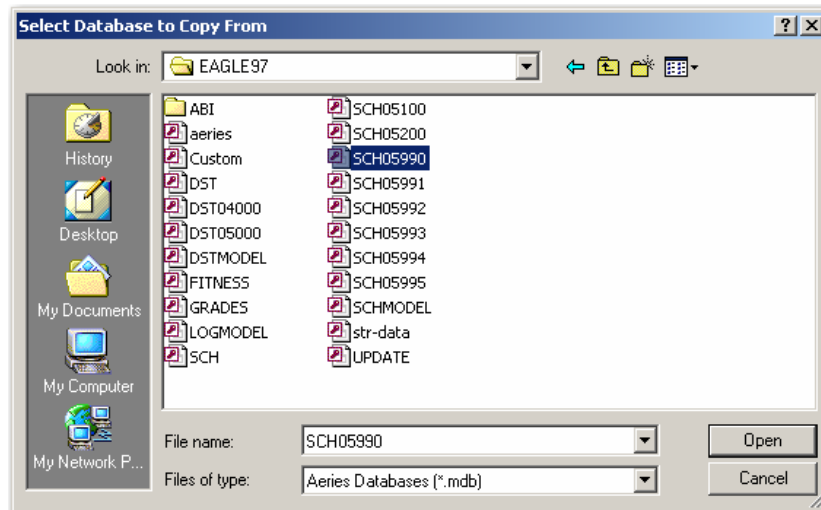
The **Copy Table From Another Database** is used to copy data from a table in a different *Aeries*™ database into the current *Aeries*™ database. For example, the District may use this option to copy the new school year calendar to all school databases within the district. When this option is selected the following message will display.



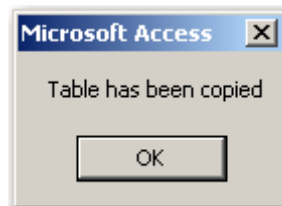
Type the **three-letter code** for the table name in the text field. Click the **OK** button.



The following selection box will display. Click the mouse on the full path and the full database name. Click the mouse on **OPEN**.



The following message will display if the code table copied to the database successfully. Click the mouse on the **OK** button.



COPY AERIES™ DATA FROM LAST YEAR

The **Copy Aeries™ Data From Last Year** is used to copy the previous year's data and maintenance codes into the current or new year's database. Prior to copying the data from last year verify that the Location and Teacher tables have not already been created. When this option is selected the following form will display.

Click the mouse on the **LOC** button. The following message will display. Click the mouse on the **Yes** button.



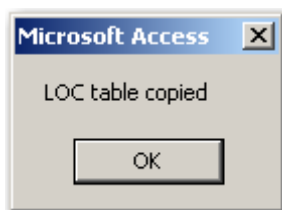
NOTE:

It is unusual for elementary schools to have CRS, MST, SMS or HIS tables. But if they exist in the database they must be copied in the order specified.

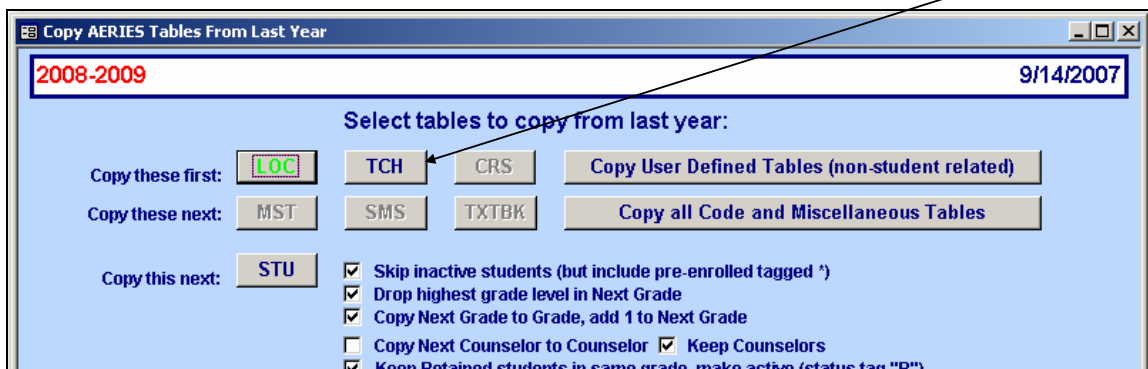
To delete the current **LOC** table and create a new **LOC** table, click the mouse on the **Yes** button.



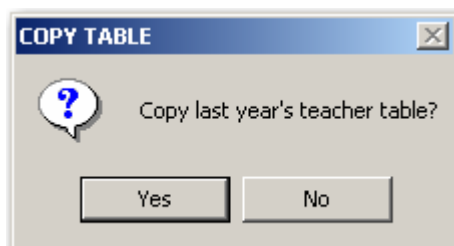
The following message will display. Click the mouse on the **OK** button.



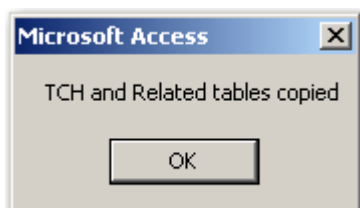
After the **LOC** table has been created, click the mouse on the **TCH** button.



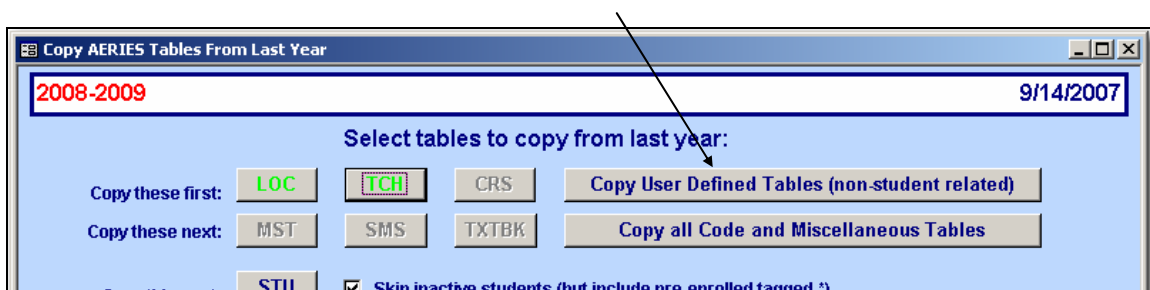
The following message will display. Click the mouse on the **Yes** button.



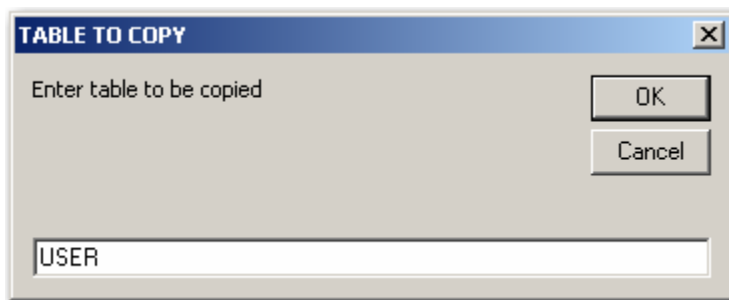
The **TCH** table has now been copied and the following message will display. Click the mouse on the **OK** button.



If there are user-defined tables that need to be copied, click the mouse on the **Copy User Defined Tables** button.



The following message will display. Type the four letter table name in the text box and click the mouse on the **OK** button.

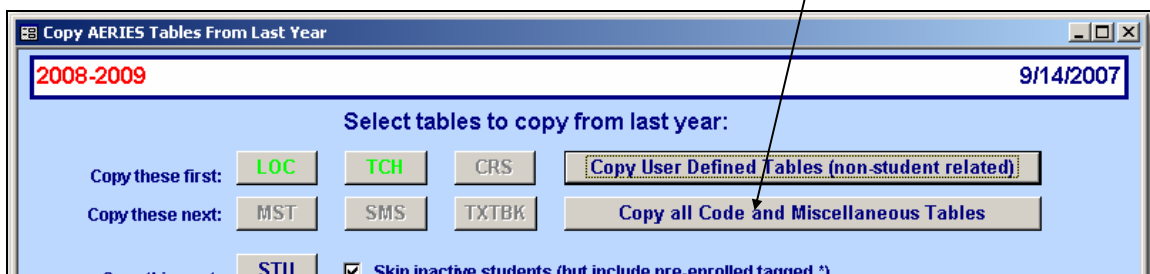


NOTE:

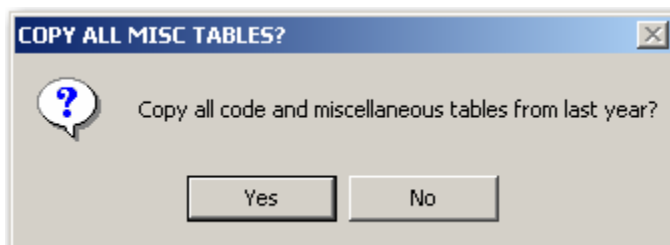
The user-defined table selected will be copied to the new database.

These procedures MUST be performed for each user-defined table that exists in the database.

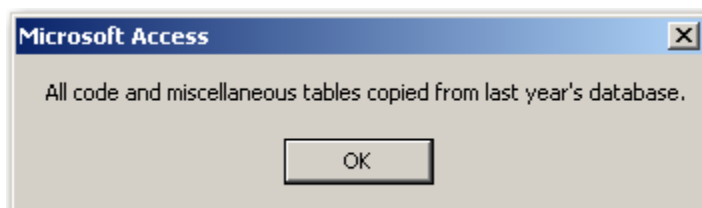
Next click the mouse on the **Copy all Code and Miscellaneous Tables** button.



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



The codes and miscellaneous tables will be copied and the following message will display. Click the mouse on the **OK** button.



Once the maintenance tables have been created the student data can be copied to the new database.

Prior to copying the student data it must be determine which students will be copied into the new database.



NOTE:

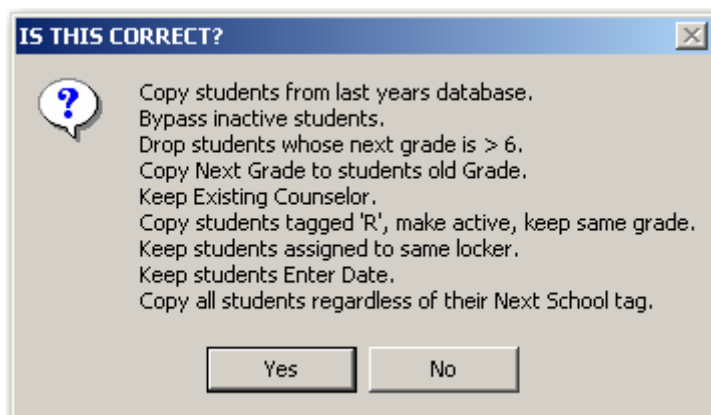
When creating a new year database and copying over last year's data the following flags should be set:

- Inactive students are skipped
- Highest grade level will be dropped
- Grade levels will be increased by one
- Retained or pre-enrolled students remain in the same grade

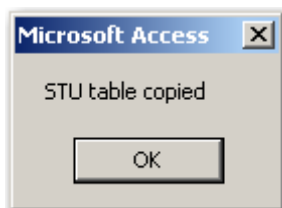
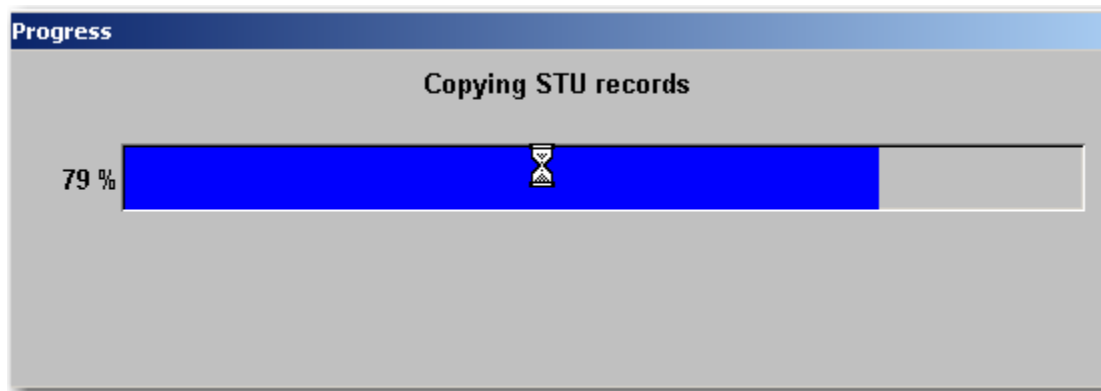
These options default as displayed with a **black check mark** in the selection box. Only students pertaining to these standards will copy to the new database. To de-select these options click the mouse on the selection **box**.

Once the selection box has been un-flagged the box will no longer contain a **black check mark** and a message will display. Click the mouse on the **OK** button. After **ALL** selections have been completed click the mouse on the **STU** button.

The following message will display with all selections made.



Verify the selections are correct. Click the mouse on the **Yes** button. The following messages will be displayed. Click the mouse on the **OK** button.



After the **STU** table has been copied the student related tables can be copied to the database. These tables can be copied individually or all tables can be copied at once.

Copy AERIES Tables From Last Year 9/14/2007

2008-2009

Select tables to copy from last year:

Copy these first: **LOC** **TCH** CRS Copy User Defined Tables (non-student related)

Copy these next: MST SMS TXTBK Copy all Code and Miscellaneous Tables

Copy this next: **STU**

- ☒ Skip inactive students (but include pre-enrolled tagged *)
- ☒ Drop highest grade level in Next Grade
- ☒ Copy Next Grade to Grade, add 1 to Next Grade
- ☐ Copy Next Counselor to Counselor ☒ Keep Counselors
- ☒ Keep Retained students in same grade, make active (status tag "R")
- ☐ Copy only students tagged to attend this school next year
- ☒ Keep the same locker assignments
- ☒ Keep the same Enter Date

Copy these last: Copy ALL Student Related Tables Shown Below

Student related tables

SUP	ADS	DIS	VIS	CNF	HLTH	FRM	HIS	TST	FEE
CON	CTS	CSE	LAC	SSS	PRE	INV	RET	SAP	SPP
HSE	WEB	ACT	AUT	PGM	RAL	RAN	WPT	SSD	SBH

EXIT CRT LTL SCP ATN GATE Copy User Defined Student Tables

To copy all tables click the mouse on the **Copy ALL Student Related Tables Shown Below** button. The following message will display. Click the mouse on the **Yes** button.

ARE YOU SURE? WARNINGS WILL BE BYPASSED!

?

Selecting to Copy ALL Student Related Tables Shown Below will bypass any warning messages concerning existing data
Existing data will be deleted!

Are you sure you want to Copy ALL Student Related Tables Shown Below?

Yes No

The following message will display. To copy Attendance Notes from last year click the mouse on the **Yes** button.

COPY ATTENDANCE NOTES?

?

Are you sure you want to copy Attendance Notes from Last Year?

Yes No

After all of the tables have been copied the following message will display. Click the mouse on the **OK** button.



COPY MANY STUDENTS FROM ANOTHER SCHOOL

The **Copy Many Students From Another School** is used to copy incoming students from another school into the new year's database. When this option is selected the following form will display.

 A screenshot of a software window titled "Copy students from another school". At the top, it shows the school year "2008-2009" and the date "9/14/2007". Below this is a section titled "Copy student records from another school's database". It contains input fields for "School:" (with value "990" and up/down arrows), "Year:" (with values "2007" and "2008" and up/down arrows), and "Path:" (with value "C:\Eagle\"). A message states "DATABASE C:\EAGLE\SCH07990.MDB EXISTS". Below this is a "Student Options" section with a list of checkboxes:

- ☒ Add 1 to student's grade level
- ☒ Only copy students in highest grade
- ☒ Assign new student numbers to avoid conflicts
- ☐ Copy students in all BUT highest grade
- ☐ Copy inactive students also
- ☐ Tag students "*" (asterisk) for "pre-enrolled for next year"
- ☐ Only copy students with this school as their next school
- ☒ Change Students School Mobility to new grade
- ☐ Change Students District Mobility to new grade

 At the bottom right, there are three buttons: "Update / Review Tables to Copy", "Copy", and "eXit".

This option will mostly be used to copy students into the database from a lower level school.

Select a school and school year for the students who will be copied by clicking the mouse on the **up or down** arrow keys.

Type the path to the database in the **Path** field. Once the database for the school and year has been located, the database path and name will display.

For Example:

DATABASE C:\EAGLE\SCH06991.MDB EXISTS



NOTE:

In order to copy student records from another school there **MUST** be access to a copy of the database or the actual database through a Networking system.

Prior to copying the student records it must be determined if the student data needs updated and which students will be copied into the database. It must also be determined which student related tables must be copied.

Copy students from another school

2008-2009 9/14/2007

Copy student records from another school's database

Copy Student Data from: School: 991 Year: 2006 2007 Path: C:\Eagle\

DATABASE C:\EAGLE\SCH06991.MDB EXISTS

Student Options

- ☒ Add 1 to student's grade level
- ☒ Only copy students in highest grade
- ☒ Assign new student numbers to avoid conflicts
- ☐ Copy students in all BUT highest grade
- ☐ Copy inactive students also
- ☐ Tag students "" (asterisk) for "pre-enrolled for next year"
- ☐ Only copy students with this school as their next school
- ☒ Change Students School Mobility to new grade
- ☐ Change Students District Mobility to new grade

Update / Review Tables to Copy

Copy eXit

The options available will default as displayed and a **black check mark** will display in the middle of the box.



NOTE:

The following are standards for copying students from lower level schools:

- Add 1 to student's grade level
- Only the highest grade level will be copied
- New student numbers will be assigned to ensure duplicate numbers are not being created

Click the mouse on each circle to flag or un-flag the update options.
The options selected will contain a **black check mark** in the box.

Copy students from another school

2008-2009 9/14/2007

Copy student records from another school's database

Copy Student Data from: School: 991 Year: 2006 2007 Path: C:\Eagle\

DATABASE C:\EAGLE\SCH06991.MDB EXISTS

Student Options

- ☒ Add 1 to student's grade level
- ☒ Only copy students in highest grade
- ☒ Assign new student numbers to avoid conflicts
- ☐ Copy students in all BUT highest grade
- ☐ Copy inactive students also
- ☐ Tag students "" (asterisk) for "pre-enrolled for next year"
- ☐ Only copy students with this school as their next school
- ☒ Change Students School Mobility to new grade
- ☐ Change Students District Mobility to new grade

Update / Review Tables to Copy

Copy eXit

After **ALL** tables and selections have been completed click the mouse on the **Copy** button. The following message will display with all selections made.

IS THIS CORRECT?

Copy students from Tawny Eagle YR Elementary School

Add 1 to students grade level

Only copy students in grade 6

Assign new student numbers

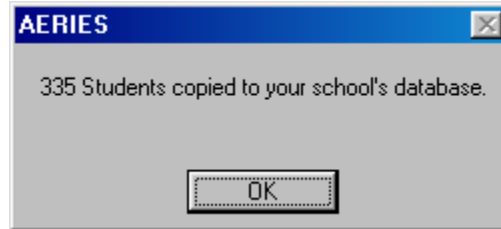
Do not copy inactive students

Do not tag students "*" for "PreEnrolled"

Copy students regardless of their Next School code

Yes No

Verify that the selections are correct. Click the mouse on the **Yes** button. The following message will display with the total number of students copied. Click the mouse on the **OK** button.



COPY ONE STUDENT FROM ANOTHER SCHOOL

The **Copy One Student From Another School** is used to copy all the pertinent records for a single student from another school. Access must be available to another schools database through Networking or a copy of the schools database. When this option is selected the following form will display.

2008-2009 9/14/2007

Path: Year: - Up Down

1. Check Path and Year, then Select a School from List

Schools:	Database Name	School Name
1	sch05100.mdb	Basic Code Tables
	sch05200.mdb	Basic Data HS ADS SOC Etc
	sch05990.mdb	Golden Eagle Elementary School
	sch05991.mdb	Tawny Eagle YR Elementary School
	sch05992.mdb	Hawk Elementary for ATT
	sch05993.mdb	Bald Eagle Intermediate School

Students:	Stu#	Student Name	ID Number	Sx	Grd	Birthdate	Tg	Leave

Tables: ☒ Change Student's School Mobility to current Grade Level ☐ Set School Enter Date

This option will display the schools and the databases that are currently accessible through the path and year displayed. To change the path, type the exact path name in the **Path:** field. To change the school year, click the mouse on the **Up** or **Down** arrow key.

Click the mouse on the school where the student currently attends. The school will be **hi-lited** and all students in the database will display.

Copy One Students Records from Another School

2008-2009 9/14/2007

Path: C:\Eagle97\ Year: 2005 - 2006

2. Select student whose records you wish to copy

Schools:

Database Name	School Name
sch05100.mdb	Basic Code Tables
sch05200.mdb	Basic Data HS ADS SOC Etc
sch05990.mdb	Golden Eagle Elementary School
sch05991.mdb	Tawny Eagle YR Elementary School
sch05992.mdb	Hawk Elementary for ATT
sch05993.mdb	Bald Eagle Intermediate School

Students:

Stu#	Student Name	ID Number	Sx	Grd	Birthdate	Tg	Leave
2	000001 Aadasian, Mark Preston	0596689680	M	01	12/23/1999		
	000002 Aadasian, Saul Bradly	0596689681	M	06	05/17/1994		
	000003 Aguilar, Joshua Daniel	0596689604	M	05	07/15/1997		
	000004 Aguilar, Stacey Christina	0596689603	F	03	07/08/1997		
	000005 Aguilar, Tiara Stephanie	0596689606	F	04	10/13/1996		
	000006 Aguinaga, Destinee Brandi	0596689610	F	06	04/24/1994		
	000007 Alavez, Michael Benny	0596689613	M	04	04/19/1996		
	000008 Albarran, Shane Isela	1958696980	F	00	04/02/2000		

Tables: ☒ Change Student's School Mobility to current Grade Level ☐ Set School Enter Date

Update / Review Tables to Copy eXit

Click the mouse on the **scroll bar** to locate the student to be copied into the current database.

Click the mouse on the student name and the student selected will be **hi-lited**. Verify the hi-lited student is correct.

Schools:

Database Name	School Name
sch05990.mdb	Golden Eagle Elementary School
sch05991.mdb	Tawny Eagle YR Elementary School
sch05992.mdb	Hawk Elementary for ATT
sch05993.mdb	Bald Eagle Intermediate School

Students:

Stu#	Student Name	ID Number	Sx	Grd	Birthdate	Tg	Leave
	000001 Aadasian, Mark Preston	0596689680	M	01	12/23/1999		
	000002 Aadasian, Saul Bradly	0596689681	M	06	05/17/1994		
	000003 Aguilar, Joshua Daniel	0596689604	M	05	07/15/1997		
	000004 Aguilar, Stacey Christina	0596689603	F	03	07/08/1997		
	000005 Aguilar, Tiara Stephanie	0596689606	F	04	10/13/1996		
	000006 Aguinaga, Destinee Brandi	0596689610	F	06	04/24/1994		
	000007 Alavez, Michael Benny	0596689613	M	04	04/19/1996		
	000008 Albarran, Shane Isela	1958696980	F	00	04/02/2000		

Tables: ☒ Change Student's School Mobility to current Grade Level ☐ Set School Enter Date

3 Update / Review Tables to Copy Update eXit

Prior to copying the student record it must be determine which student related tables will be copied. To view the tables click the mouse on the **Update/Review Tables to Copy** button.

sch04991.mdb	Tawny Eagle YR Elementary School
sch04992.mdb	Hawk Elementary for ATT
sch04994.mdb	Screaming Eagle High School

Students:	Stu#	Student Name	ID Number	Sex	Grd	Birthdate
	2	Aadasian, Ruben Preston	233053317	M	2	12/23/1997
	1	Abbott, Alexandria Marie	233053318	F	4	5/17/1996
	10	Abbott, Derek Dale	233053253	M	6	11/19/1993
	11	Abbott, Jerod Charlie	233053252	M	3	9/28/1996
	4	Aguilar, LaTonya Stephanie	233053243	F	5	10/14/1994
	5	Aguilar, Stephanie Christina	233053240	F	4	7/9/1995
	7	Alavez, Abel Benny	233053250	M	5	4/20/1994

Tables: ☒ Change Stu's Schl Mobility to current Grd Lvl ☐ Change Stu's Dst Mobility to current Grd Lvl

3

The default tables to be transferred will display on the right. Tables that will not be transferred will display on the left. Click the mouse on the tables that will or will not be transferred. Click the mouse on the arrow to select or de-select the table. After all tables have been chosen click the mouse on the **Exit** button.

Update Tables To Copy		
Choose the Tables you wish to copy when transferring a student.		
Tables NOT Transferred		Tables Transferred
LEA	Letter Audit	
LTL	Letter Log	
SBH	Standards-Based History	SUP
TEX	Test Exclusions	SUP
WEB	WEB Users	
WPT	Work Permits	SUP
		ACT Activities and Awards SUP
		ADS Assertive Discipline SUP
		AUT Authorizations SUP
		CNF Conference
		CON Contacts
		CSA Special Ed Alt Assess CSE
		CSD Special Ed Services CSE
		CSE Calif. Special Education
		CSI Special Ed Infant Data CSE
		CSS Special Ed Suspensions CSE
		CST Content Standards SUP
		CSV Special Ed Services CSE
		CTS College Test Scores SUP
		DIS Discipline Data
		DNT Dental IMM
		FEE Fees and Fines
		FRM Free and Reduced

Sort Tables By:

☐ Copy Order ☒ Table Code ☐ Include Required Table in Sort Order

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

1	Abbott, Alexandra Marie	233053210	F	4	3/17/1990
10	Abbott, Derek Dale	233053253	M	6	11/19/1993
11	Abbott, Jerod Charlie	233053252	M	3	9/28/1996
4	Aguilar, LaTonya Stephanie	233053243	F	5	10/14/1994
5	Aguilar, Stephanie Christina	233053240	F	4	7/9/1995
7	Alavez, Abel Benny	233053250	M	5	4/20/1994

Tables: ☒ Change Stu's Schl Mobility to current Grd Lvl ☐ Change Stu's Dst Mobility to current Grd Lvl

3 Update / Review Tables to Copy Update eXit

The following message will display.

KEEP SAME STUDENT NUMBER?
✕

?

Do you want to keep the same student number?

Yes
No

To avoid creating duplicate student numbers in the **STU** table, click the mouse on the **No** button. The student will be assigned a new student number but will keep the same permanent ID number. The following message will display. Click the mouse on the **OK** button.

Microsoft Access
✕

Student records have been copied

OK

UPDATE STUDENT DATA FROM LAST YEAR

The **Update Student Data From Last Year** is used to update the current year's database with information from last year. When this option is selected the following form will display.

This option will locate a student in this year's database and erase the data for the tables and options selected. The data for this student will then be updated in this year's database with last year's data.



NOTE:

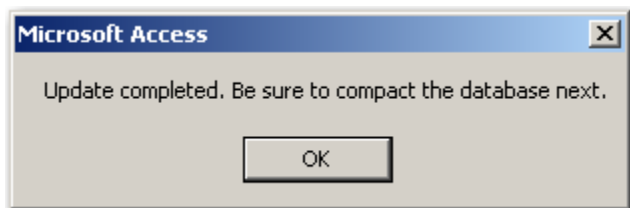
The buttons under Update Student Data should not be unflagged. The information in these fields should be changed manually in the current year.

Prior to copying the student record it must be determined what update options need to be performed to the student record and which student related tables will be updated. The default options for the student record and tables contain a **black check mark**.

To un-flag the data or tables, click the mouse on the box and the **black check mark** will no longer display and will not be copied over with the student record. Click the mouse on the **Update** button.

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

The following message will display. Click the mouse on the **OK** button. The update of the student data is now complete and the database must be compacted.



After the update has completed, a **red** check mark will display indicating which tables were updated in the current database.

 A screenshot of the 'Update Student Data from Last Year' dialog box. The title bar says 'Update Student Data from Last Year'. The dialog has a header section with '2008-2009' on the left and '9/14/2007' on the right. Below the header is a section titled 'Update student data from last year's database'. There are two main sections: 'Update Student data' on the left and 'Update...' on the right. The 'Update Student data' section has several checkboxes, all of which are checked. The 'Update...' section has a 'Sort Tables by:' dropdown set to 'Copy Order'. Below this is a table of tables to be updated, with a red checkmark indicating the update is complete. The 'Update' button is highlighted.

Sort Tables by: <input checked="" type="radio"/> Copy Order <input type="radio"/> Table Name		All
<input checked="" type="checkbox"/> SUP	<input checked="" type="checkbox"/> FRM	<input checked="" type="checkbox"/> TST
<input checked="" type="checkbox"/> ADS	<input checked="" type="checkbox"/> HIS	<input checked="" type="checkbox"/> SCS
<input checked="" type="checkbox"/> DIS	<input checked="" type="checkbox"/> IMM	<input checked="" type="checkbox"/> LAC
<input checked="" type="checkbox"/> CNF	<input checked="" type="checkbox"/> HRN	<input checked="" type="checkbox"/> LAF
<input checked="" type="checkbox"/> VIS	<input checked="" type="checkbox"/> HWO	<input checked="" type="checkbox"/> LAS
<input checked="" type="checkbox"/> CON	<input checked="" type="checkbox"/> MED	<input checked="" type="checkbox"/> ACT
<input checked="" type="checkbox"/> CSE	<input checked="" type="checkbox"/> MHS	<input checked="" type="checkbox"/> AUT
<input checked="" type="checkbox"/> CSD	<input checked="" type="checkbox"/> SCO	<input checked="" type="checkbox"/> INV
<input checked="" type="checkbox"/> CSI	<input checked="" type="checkbox"/> VSN	<input checked="" type="checkbox"/> RET
<input checked="" type="checkbox"/> CSS	<input checked="" type="checkbox"/> CTS	<input checked="" type="checkbox"/> RJN
<input checked="" type="checkbox"/> CSA	<input checked="" type="checkbox"/> PFT	<input checked="" type="checkbox"/> RAL
<input checked="" type="checkbox"/> FEE	<input checked="" type="checkbox"/> HSE	<input checked="" type="checkbox"/> WEB
<input type="checkbox"/> other Aeries or user defined tables...		

For instructions on compacting the database see the **Compact Current AERIES™ Database** documentation.

QUERY LETTER EDITOR

The **Query Letter Editor** allows you to create letters that will contain text and merged data from a query statement. Once the letter has been created, a query statement must be generated to pull the data from the tables and fields selected.

Query Letter Editor

Letter: Author:

[PG]
[AD]
[CY] [ST] [ZC]

Re: Physical Fitness Testing

Dear [PG]:

We will be giving physical fitness tests next Monday to all our 5th grade students. [FN] should be prepared for this by getting lots of rest this weekend. And make sure [he/she] eats [his/her] Wheaties before coming to school Monday!

Thank you for your cooperation.

John Jock
Director of Physical Education

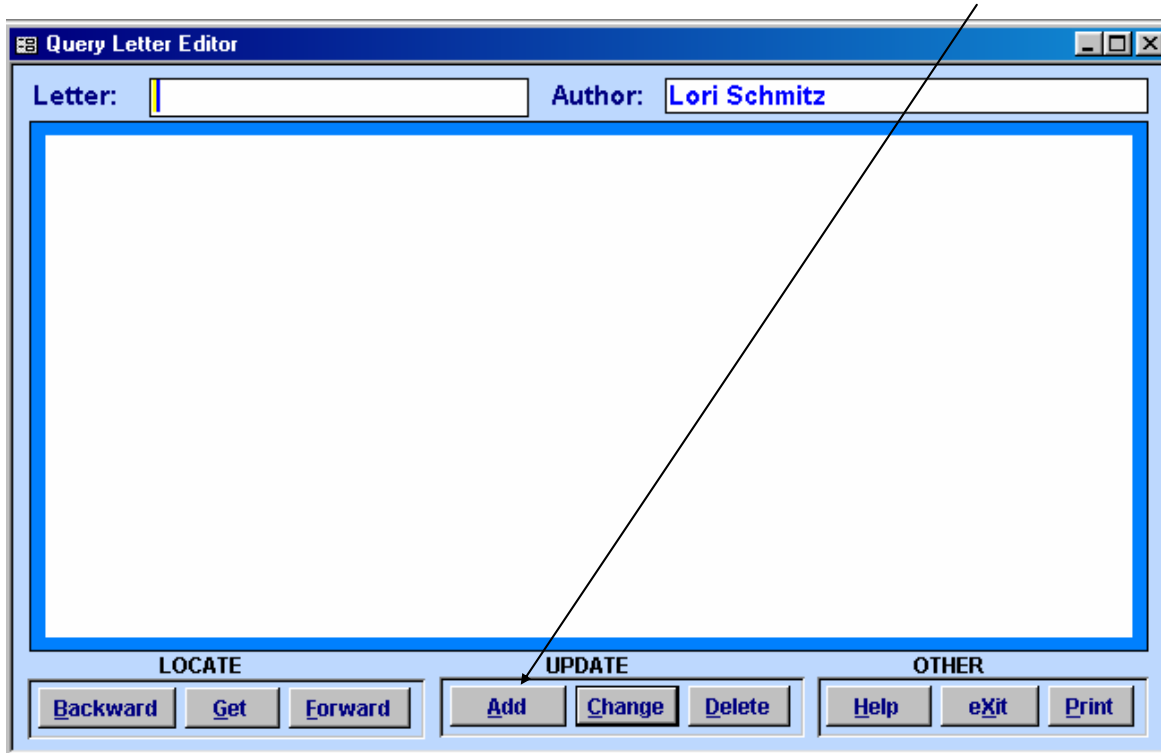
LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete Help eXit Print

Prior to creating this letter it must be determined which fields will be utilized from the **Aeries™** table(s). For example, a letter sent to a parent guardian will need the **PG**, **AD**, **CY**, **ST** and **ZC** fields for the letter heading. These are the following fields:

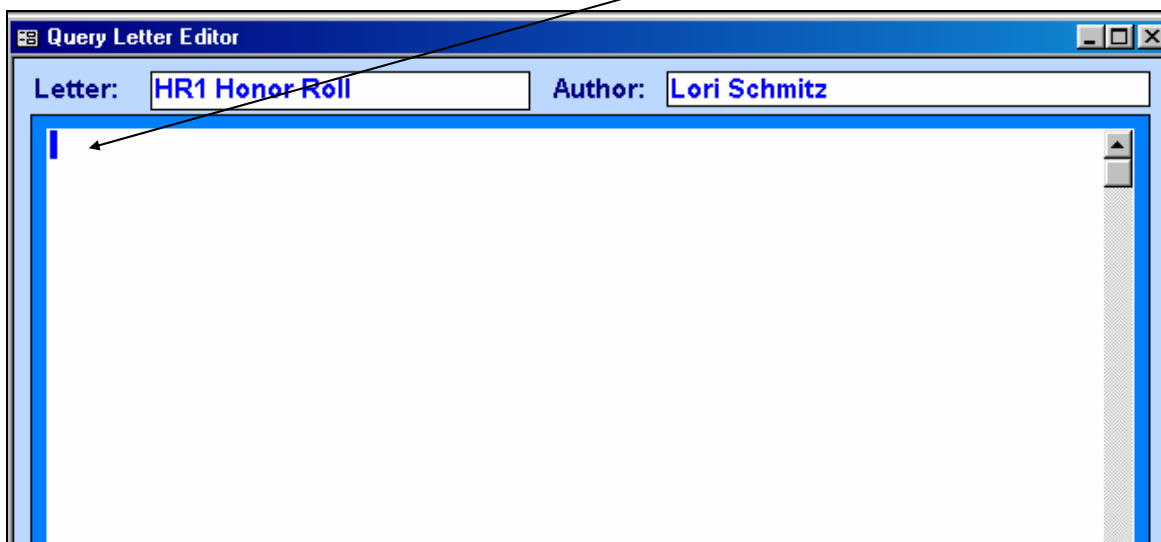
PG = Parent/Guardian
AD = Address
CY = City
ST = State
ZC = Zip Code

To create a new query letter, click the mouse on the **Add** button.



The cursor will automatically display in the **Letter:** field. Type the name of the letter in the **Letter:** field. The **Author:** field will automatically display the current user's name.

Press the **Tab** key until the **cursor** displays in the white text box.



When the letter is generated, a school heading for the letter will automatically be created with the school name, address, and the current date at the top of the letter. **This heading will not display in the letter editor but will print when submitted.**

An address heading should be created for the individual receiving the letter. For example, a letter sent to a parent/guardian use the following fields:

PG = Parent/Guardian

AD = Address

CY = City

ST = State

ZC = Zip Code

On the first line type **[PG]** and press **Enter**. The cursor will drop down to the second line. Type **[AD]** and press **Enter**. The cursor will drop down to the third line. Type **[CY] [ST] [ZC]** and press **Enter**.



NOTE:

ALL field codes MUST have a square bracket surrounding them and there must be spaces between each field.

Type the remainder of the letter combined with text and field codes. An example of a letter is displayed below.

The screenshot shows a window titled "Query Letter Editor". At the top, there are two input fields: "Letter:" containing "HR1 Honor Roll" and "Author:" containing "Lori Schmitz". Below these is a large text area containing the following text:

[PG]

[AD]

[CY] [ST] [ZC]

Re: Superintendent's Honor Roll

Dear [PG],

I would like to congratulate [FN] in [his/her] efforts in the last year here at Eagle Point Elementary. [FN] has received a GPA of 4.0 and has made the Superintendent's Honor Roll.

Sincerely,

Dr. Birch

Principal - Eagle Point Elementary

At the bottom of the window, there are three groups of buttons: "LOCATE" with "Backward", "Get", and "Forward"; "UPDATE" with "Add", "Change", and "Delete"; and "OTHER" with "Help", "eXit", and "Print". A line points from the text "[he/she] or [his/her]" in the paragraph below to the "[his/her]" code in the letter template.

A query function available will insert **[he/she]** or **[his/her]** in the letter for the proper sex but the sex code must be used in the query statement.

Example: If his/her is used and the sex code is F the above letter will read "in her efforts".

After you have completed the letter, click the **Exit** button at the bottom of the form.



NOTE:

Each field code used **MUST** be in the query statement or this area will be blank when the letter prints.

Once the letter has been created a query can be generated through the **Query** option. The following is an example of the letter after the query has been created and the letters generated.

Eagle Point Elementary School
100 Eagle Point Way
Eagle Point CA, 99997

April 5, 2007

M/M A Abbott
1234 West Eagle Rock
Eagle Point 99999

Re: Superintendent's Honor Roll

Dear M/M A Abbott:

I would like to congratulate Alan in his efforts in the last year here at Eagle Point Elementary. Alan has received a GPA of 4.0 and has made the Superintendent's Honor Roll.

Sincerely,

Dr. Birch
Principal – Eagle Point Elementary

For instructions on creating a query for letters see the Query documentation.

UPDATE CODE TABLE

The **Update Code Table** is used to maintain available codes that are used in various fields throughout **Aeries™**. After the table and field have been selected the following form will display the codes and descriptions.

Code	Description	Amount
100	American Indian or Alaskan Native	0.00
201	Chinese	0.00
202	Japanese	0.00
203	Korean	0.00
204	Vietnamese	0.00
205	Asian Indian	0.00
206	Laotian	0.00
207	Cambodian	0.00
299	Other Asian	0.00
301	Hawaiian	0.00
302	Guamanian	0.00
303	Samoan	0.00
304	Tahitian	0.00
399	Other Pacific Islander	0.00

Code	Count
100	95
100	5
299	6
399	1
400	17
500	219
600	109
700	287

Record: 1 of 19

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Help

Codes actually in STU.EC

The codes added to the **COD** table will display to the left of the form for the table and field selected. By adding a code to a field, a drop down list will display for these codes.

For example, the **EC – Ethnic Code** field on the **Student Data** form will drop down a list of the ethnic codes and descriptions displayed above.

**NOTE:**

Care must be taken when adding codes - Aeries™ cannot determine errors made when adding codes to select fields. For example, if codes were added to the telephone number field, these codes would now display on a drop down listing for telephone numbers.

On the right side of the form a list displays of all actual codes currently located in the table for the field selected. The form also displays the number of times the code has been entered into the database.

For example: Code 100 for American Indian, has been entered 5 times in the **EC – Ethnic Code** field.

The screenshot shows the 'Update Code Table : Form' window. At the top, it displays '2007-2008', 'Golden Eagle Elementary School', and '9/17/2007'. Below this, the 'Table' is set to 'STU' and 'Student Data', and the 'Field' is 'EC' with 'Ethnic code' selected. A table lists codes and descriptions with an 'Amount' column. To the right, a summary list shows 'Code' and 'Count' for codes actually in the STU.EC field.

Code	Description	Amount
100	American Indian or Alaskan Native	0.00
201	Chinese	0.00
202	Japanese	0.00
203	Korean	0.00
204	Vietnamese	0.00
205	Asian Indian	0.00
206	Laotian	0.00
207	Cambodian	0.00
299	Other Asian	0.00
301	Hawaiian	0.00
302	Guamanian	0.00
303	Samoan	0.00
304	Tahitian	0.00
399	Other Pacific Islander	0.00

Code	Count
100	5
299	6
399	1
400	17
500	219
600	109
700	287

Codes actually in STU.EC

Record: 1 of 19

LOCATE: Backward, Get, Forward

UPDATE: Add, Change, Delete

Print Preview OTHER: Print, eXit, Help

The **Count** field also displays **95** but **no code** displays under the **Code** field. This indicates there are **95 blanks** that have been entered into records in the **EC** field.

The **Code** and **Count** information will automatically default to display on the form. To hide the **Code** and **Count** information, click the mouse on the **Codes actually in STU.EC** button.

Code	Description	Amount
100	American Indian or Alaskan Native	0.00
201	Chinese	0.00
202	Japanese	0.00
203	Korean	0.00
204	Vietnamese	0.00
205	Asian Indian	0.00
206	Laotian	0.00
207	Cambodian	0.00
299	Other Asian	0.00
301	Hawaiian	0.00
302	Guamanian	0.00
303	Samoan	0.00
304	Tahitian	0.00
399	Other Pacific Islander	0.00

Code	Count
100	95
299	5
399	6
400	1
500	17
600	219
700	109
	287

The **black dot** will no longer display in the circle and the form will not display the **Code** and **Count** information.

TO ADD A CODE

Click the mouse on the **Tables** drop down listing. Click the mouse on the **scroll bar** to locate the table. Click the mouse on the **Table** selected and the table will now be **hi-lited**.

Code	Amount
0.00	

Click the mouse on the **Field** drop down listing. Use the **scroll bar** to locate the field. Click the mouse on the **Field** selected.

Code	Description	Count
U5	User5	
U6	User6	
U7	User7	
U8	User8	
GC	Grid Code	
MC	Msg Code	
EN	Enter code	
EC	Ethnic Code	

The form will now display the table and field selected. Any codes previously entered into this field will display. Click the mouse on the **Add** button. The cursor will display in the **Code** field.

Code	Description	Amount	Count
	Not GATE	0.00	715
G	GATE	0.00	23
P		0.00	1

Codes actually in STU.U6

Record: 3 of 3

LOCATE: Backward, Get, Forward

UPDATE: Add, Change, Delete

Print Preview OTHER: Print, eXit, Help

Type the new **Code** and **Description** selected. Type an **Amount** if needed. Use the **Tab** key to move through out the fields.

Code	Description	Amount
	Not GATE	0.00
G	GATE	0.00
P	Pending final testing	0.00
*		0.00

Code	Count
G	715
P	23

After all codes have been entered for the field selected, press **Enter**.

TO CHANGE CODES

Prior to changing a code it is suggested that verification is made that this code has not already been added to a record. The codes and the number of times they have been added will display on the right side of the form under **Code** and **Count**.



NOTE:

If a code is being changed and has been added to a record, it should be determined whether the code will still valid for these records.

Once the codes have been displayed, click the mouse on the **Change** button. The **cursor** will hi-light in the first code displayed.

Code	Description	Amount
	Not GATE	0.00
G	GATE	0.00
P	Pending final testing	0.00
*		0.00

Code	Count
G	715
P	23
P	1

Use the **Tab** key to select the field to be changed. The field selected will be **hi-lited**.

Code	Description	Amount
	Not GATE	0.00
G	GATE	0.00
P	Pending final testing	0.00
*		0.00

Code	Count
G	715
P	23
P	1

Type the new data in the field selected. After all changes are complete press **Enter**.

Code	Description	Amount
	Not GATE	0.00
G	GATE	0.00
T	Pending final testing	0.00
*		0.00

Code	Count
G	715
P	23
P	1

TO DELETE CODES

Prior to deleting codes from a field, it is suggested that verification is made that the code has not already been added to a record. The codes and the number of times they have been added will display on the right side of the form under **Code** and **Count**.

Code	Description	Amount
	Not GATE	0.00
G	GATE	0.00
T	Pending final testing	0.00
*		0.00

Code	Count
G	715
P	23
T	1

Record: 1 of 3

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Help



NOTE:

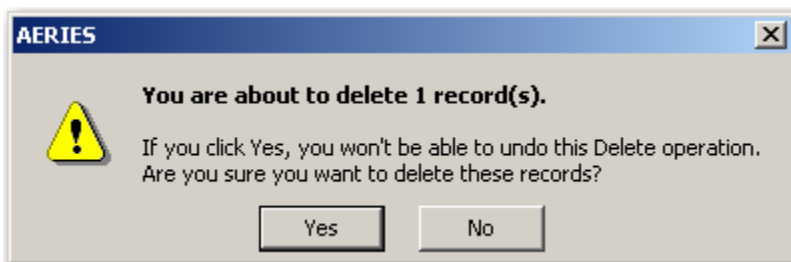
If the code being deleted has been previously entered into a record, it should be determined whether the code should remain in the field, be moved to another field or cleared from the field.

Once the codes have been displayed, click the mouse on the gray box to the left of the **Code** being deleted. An **Arrow** will now display.

Code	Description	Amount
	Not GATE	0.00
G	GATE	0.00
T	Pending final testing	0.00
*		0.00

Code	Count
G	715
P	23
T	1

Click the mouse on the **Delete** button. The following message will display. Click the mouse on the **Yes** button.



The **Code** will no longer display and will not be available in the drop down listing for this field. But if the **Code** was previously entered into any records, the **Code** and **Count** will still display on the right side of the form.

Code	Description	Amount
	Not GATE	0.00
G	GATE	0.00

Code	Count
G	715
P	23
T	1

TO PRINT A CODE LISTING

To generate and print a listing of all codes that have been set up in the **COD** table, click the mouse on the **Print** button.

Update Code Table : Form

2007-2008 Golden Eagle Elementary School 9/17/2007

Table: STU Student Data Field: U6 User code 6

Code	Description	Amount
	Not GATE	0.00
G	GATE	0.00
P		0.00

Code	Count
G	715
P	23
P	1

Record: 3 of 3

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Help

The following is an example of the **Table Code** listing that will be generated.

Eagle Hills Elementary			9/28/2007
2006-2007	COD Table Definitions		Page 9
Table Code and Description	Field Code and Description		Amount
ADS Assertive Discipline	DS	Disposition	
	TRAI	Transfer/Involuntary	\$0.00
	TRAV	Transfer/Voluntary	\$0.00
	WAR	Warning	\$0.00
PL	Placement		
	10	Elementary school in the same district	\$0.00
	11	Intermediate school in the same district	\$0.00
	12	High school in the same district	\$0.00
	13	Continuation school in the same district	\$0.00
	14	Opportunity school in the same district	\$0.00
	15	Community Day School in the same district	\$0.00

UPDATE ABSENCE CODE TABLE

The **Update Absence Code Table** is used to maintain the codes, descriptions and other data used in Daily or Period Attendance reporting. When this option is selected the following form will display.

By adding codes and updating this information the codes are stored in the **ABS** table. These are one-character codes that get entered into the student's attendance record to represent a type of absence.

Once a code has been used to account for a student's absence, a record is created in the **ATT** table. Changes to this code must now be carefully reviewed and this code **CANNOT** be deleted from the **ABS** table.



NOTE:

To verify whether this code has been added to a record, access the Update Code Table program. For further information, see the Update Code Table documentation.

ABSENCE CODE FORM	The following are brief descriptions of the fields displayed on the Absence Code form.
Absence Code	A one-character code that is stored in the student's attendance record for each day or period absent
Absence Description	A brief description for the type of absence
Abbreviation	A three letter abbreviation of the type of absence that prints on reports
Types of Absence	<ul style="list-style-type: none"> • An unverified absence reported by the teacher, for which a reason is unknown (ABS code "A" should be used as unverified) • An unverified tardiness reported by the teacher, for which a reason is unknown (ABS code "T" should be used as tardy) • Present - used in positive attendance to show a day (or period) the student was present (ABS code "P" should be used as present) • An excused absence that has been verified • An unexcused absence that has been verified • An excused tardiness that has been verified • An unexcused tardiness that has been verified • An excused absence for school activities that has been verified
Count for ADA?	Flag as Yes if this type of absence counts toward the ADA
Show for Letters?	Flag as Yes if this type of absence will be included when reporting absences in letters to the parents
Show on Grades?	Flag as Yes if this type of absence is to be reported on the grade reports
Send to Dialer?	Flag as Yes if this type of absence is to be reported to the phone dialer system
Print on Reports?	Flag as Yes if this type of absence will be used on reports

TO ADD AN ABSENCE CODE

Click the mouse on the **Add** button. The **cursor** will display in the **Code** field.

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. Press the **Tab** key.

Type a three-character abbreviation of the code in the **Abbreviation** field.

Prior to adding the code determine whether or not this code is counted in the ADA and which reports will utilize this code. Click the mouse on the **Yes** or **No** buttons located below the code description.

After the type of absence has been determined, click the mouse on the button to the left of the **Type of Absence**.

After all information has been selected, press **Enter**. The code is now accessible for tracking attendance and stored in the **ABS** table.

TO CHANGE AN ABSENCE CODE

Prior to changing a code it is suggested that verification is made that the code has not already been entered into a record in the **ATT** table. Use the **Locate** option to display the **Absence Code** on the form.

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



NOTE:

If the code being changed has already been added to a record in the **ATT** table, it should be determined whether the code will still be valid.

The **cursor** will hi-light the code selected

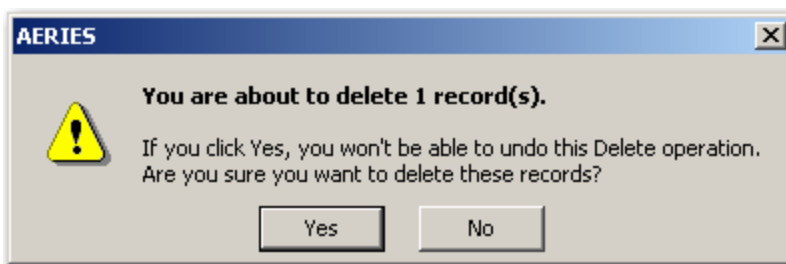
Use the **Tab** key to select the field to be changed and the field will be hi-lited.

Type the new data in the field selected. Changes can also be made to the variables by clicking the mouse on the button selected. After all changes are complete press **Enter**.

TO DELETE AN ABSENCE CODE

Prior to deleting absence codes it is highly suggested that verification is made that the code has not been added to a record in the **ATT** table. Use the **Locate** option to display the **Absence Code** on the form.

Click the mouse on the **Delete** button. The following message will display. Click the mouse on the **Yes** button.



The absence code will be deleted from the **ABS** table.

**NOTE:**

DO NOT DELETE a code if the code has been utilized in the **ATT** table.

TO PRINT AN ABSENCE CODE LISTING

To generate and print a listing of all codes that have been set up in the **ABS** table, click the mouse on the **Print** button. The following is an example of the **ABS Code Table** listing.

Eagle High School									
2007-2008		Absence Code Table							Page 1
Code	Title	Abbrev	Type	Counts for ADA?	Show on Letters?	Send to Dialer?	Show on Grades?	Show on Other?	Susp Code?
A	UNVERIFIED	UNV	Unverified absence	NO	YES	YES	YES	YES	YES
C	CAM SUSPEN	OCS	Non-absence, Verified	YES	NO	NO	YES	YES	NO
I	ILLNESS	ILL	Excused absence, Verified	NO	YES	NO	YES	YES	NO
L	EX PAR 6+	EP6	Excused absence, Verified	NO	YES	NO	YES	YES	NO
M	SAT MAKEUP	SM	Non-absence, Verified	YES	NO	NO	YES	YES	NO
N	ID STDY UX	ISU	Unexcused absence, Verified	NO	NO	NO	YES	YES	NO
O	OTHER	OTH	Excused absence, Verified	NO	YES	NO	YES	YES	NO
P	VER PRESEN	VP	Non-absence, Verified	YES	NO	NO	NO	NO	NO

ASSIGN HOT KEYS

The **Assign Hot Keys** is used to designate any letter (A-Z) or number (0-9) to any form or report in **Aeries™**. This will allow a program to be accessed using the **Hot Key** assigned. When this option is selected the following form will display.

After assigning a hot key it can be utilized by using a combination of the **CTRL** and **ALT** keys held down at the same time, and one letter or number pressed.

TO ASSIGN A HOT KEY

The forms and reports that are available for **Hot Key** assignment are displayed in the right hand corner of the form. All the forms available will be listed first followed by the reports.

KEY	Form or Report Name	KEY	Form or Report Name	KEY	Form or Report Name
A	Period Attendance	M	Master Schedule	Y	
B	Siblings	N	Master Schedule Display	Z	AERIES Control Panel
C	Calendar	O		0	Print AERIES Software Revision Hi

Use the **scroll bar** to locate the form or report to be assigned a **Hot Key**. Click the mouse on the form or report and it will now be hi-lited.

KEY	Form or Report Name	KEY	Form or Report Name	KEY	Form or Report Name
A	Period Attendance	M	Master Schedule	Y	
B	Siblings	N	Master Schedule Display	Z	AERIES Control Panel
C	Calendar	O		0	Print AERIES Software Revision Hi
D	Discipline	P		1	Print Student Achievement Test R
E	Course Display	Q	Query	2	Print Add/Drop Listing
F		R	Security	3	Print Student Withdrawal Form
G	Grades	S	Students	4	
H	Transcripts	T	Teachers	5	
I	Medical	U		6	
J		V	Print Student Withdrawal Fo	7	
K	Hot_Keys	W	Work Permit	8	Absence/Tardy Letters To Parents
L	Schools	X		9	Print Civil Rights Data Collection

Click the mouse on a **letter or number** to be assigned as the **Hot Key** for this form or report.

The name of the form or report will now display to the right of the **letter or number** selected. For example, Number 8.

After the **Hot Keys** have been assigned, click the mouse on the **OK** button.

KEY	Form or Report Name	KEY	Form or Report Name	KEY	Form or Report Name
A	Period Attendance	M	Master Schedule	Y	
B	Siblings	N	Master Schedule Display	Z	AERIES Control Panel
C	Calendar	O		0	Print AERIES Software Revision Hi
D	Discipline	P		1	Print Student Achievement Test R
E	Course Display	Q	Query	2	Print Add/Drop Listing
F		R	Security	3	Print Student Withdrawal Form
G	Grades	S	Students	4	
H	Transcripts	T	Teachers	5	
I	Medical	U		6	
J		V	Print Student Withdrawal Fo	7	
K	Hot_Keys	W	Work Permit	8	Absence/Tardy Letters To Parents
L	Schools	X		9	Print Civil Rights Data Collection

TO DELETE A HOT KEY

To delete a **Hot Key** assignment, double click the mouse on the letter or number of the **Hot Key**. The form or report will now be hi-lited.

KEY	Form or Report Name	KEY	Form or Report Name	KEY	Form or Report Name
A	Period Attendance	M	Master Schedule	Y	
B	Siblings	N		Z	AERIES Control Panel
C	Calendar	O		0	Print AERIES Software Revision Hi
D	Discipline	P	Progress Reports	1	Print Summary of Students
E		Q	Query	2	Print Add/Drop Listing
F		R		3	
G	Grades	S	Students	4	
H	Transcripts	T	Teachers	5	
I	Immunization Record	U		6	
J		V		7	
K	Hot_Keys	W	AERIES Welcome	8	
L	Schools	X		9	Absence/Tardy Letters to Parents

Press the **Delete** key and the form or report, will no longer display. The **Hot Key** will no longer be assigned to the letter or number. Click the mouse on the **OK** button.

STUDENT ID CARD SETUP AND PRINT

The **Student ID Card Setup and Print** is used to create Student ID cards with a photograph if there is one on file. Student ID cards can be printed for individual students or all students. When this option is selected the following form will display.

ID Card Setup and Print

2007-2008 Golden Eagle Elementary School 9/17/2007

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1995

Photo BMP File To be printed

000003

☐ Print ID cards for ALL tagged students
☒ Print ID card for this Student only

Print Options

☒ Hair Color O Height (in) 56
☒ Eye Color N Weight 105
☒ Class times ☒ Signature line
☐ Large Logo ☒ Grade
☐ Barcode ☒ SN ☐ ID

Tag ALL students for printing
 Remove all tags for printing
 Stop printing ID cards

☒ Show photo ☐ Adjust LOCATE UPDATE ☐ Print Preview OTHER

Backward Get Forward AddToPrt Change DoNotPrt Print eXit Help

The Student ID cards can be printed on plain white paper from a color printer. The student's hair color, eye color, height and weight can be printed on the ID cards. Barcodes can also print on the ID cards if the **rsWide39.ttf** font has been loaded onto your computer.

STUDENT ID CARD SETUP

Use the **Locate** options to display the student on the form. To select the hair color to print on the student ID card, click the mouse on the drop down for **Hair Color**. Click the mouse on the **Hair Color** selected.

The screenshot shows the 'ID Card Setup and Print' window for Golden Eagle Elementary School on 9/17/2007. The student information is: Stu# 000001, Last Name Aadasian, First Name Robert, Middle Name Brady, Perm ID No. 233053318, Sex M, Grade 6, Birthdate 5/17/1995. The 'Print Options' section has 'Hair Color' set to 'O' (Blonde), 'Eye Color' set to 'N' (Brown), 'Class time' set to 'O' (Blonde), 'Large Log' set to 'R' (Red), and 'Barcode' set to 'W' (White). The 'Print Options' dropdown menu is open, showing 'Blonde' selected. The 'Photo' section shows a photo of a young boy with blonde hair. The 'Print Options' section also includes 'Print ID cards for ALL tagged students' and 'Print ID card for this Student only' (selected). The 'Print Options' section also includes 'Tag ALL students for printing', 'Remove all tags for printing', and 'Stop printing ID cards' buttons. The 'Print Options' section also includes 'Backward', 'Get', 'Forward', 'AddToPrt', 'Change', 'DoNotPrt', 'Print', 'eXit', and 'Help' buttons.

To select the student's eye color to print on the student ID card, click the mouse on the drop down for **Eye Color**. Click the mouse on the **Eye Color** selected.

The screenshot shows the 'ID Card Setup and Print' window for Golden Eagle Elementary School on 9/17/2007. The student information is: Stu# 000001, Last Name Aadasian, First Name Robert, Middle Name Brady, Perm ID No. 233053318, Sex M, Grade 6, Birthdate 5/17/1995. The 'Print Options' section has 'Hair Color' set to 'O' (Blonde), 'Eye Color' set to 'N' (Brown), 'Class time' set to 'O' (Blonde), 'Large Log' set to 'R' (Red), and 'Barcode' set to 'W' (White). The 'Print Options' dropdown menu is open, showing 'Brown' selected. The 'Photo' section shows a photo of a young boy with blonde hair. The 'Print Options' section also includes 'Print ID cards for ALL tagged students' and 'Print ID card for this Student only' (selected). The 'Print Options' section also includes 'Tag ALL students for printing', 'Remove all tags for printing', and 'Stop printing ID cards' buttons. The 'Print Options' section also includes 'Backward', 'Get', 'Forward', 'AddToPrt', 'Change', 'DoNotPrt', 'Print', 'eXit', and 'Help' buttons.

To print the height and weight, type the height in inches in the **Height(in)** field and type the weight in pounds into the **Weight** field. The flag to print the student's picture onto the ID card will default to **Show photo** and will only print if a photo is on file.

The screenshot shows the 'ID Card Setup and Print' window for Golden Eagle Elementary School on 9/17/2007. The student information is as follows:

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1995

Below the student information, there is a photo of the student. To the right of the photo, there are fields for 'Photo BMP File' (000003) and 'To be printed' (checkbox). Below these are two radio buttons: 'Print ID cards for ALL tagged students' and 'Print ID card for this Student only' (selected).

The 'Print Options' section on the right includes the following settings:

- ☒ Hair Color: O, Height (in): 56
- ☒ Eye Color: N, Weight: 105
- ☒ Class times, ☒ Signature line
- ☐ Large Logo, ☒ Grade
- ☐ Barcode, ☒ SN, ☐ ID

To print barcodes on the student ID card, click the mouse on the **Print Barcode on ID Card** button.

This screenshot is identical to the one above, but the 'Barcode' checkbox in the 'Print Options' section is now checked, and the 'Barcode' text is highlighted with a dashed border.



NOTE:

To print barcodes the rsWide39.ttf font **MUST** be loaded onto a computer.

TO PRINT AN ID CARD FOR AN INDIVIDUAL STUDENT

Use the **Locate** options to display the student on the form. The default for printing student ID cards is set to **Print ID card for this Student Only**. Click the mouse on the **Print** button. An ID card will be printed for the student displayed.

The screenshot shows the 'ID Card Setup and Print' window for Golden Eagle Elementary School on 9/17/2007. The student information is as follows:

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate
000001	Aadasian	Robert	Bradly	233053318	M	6	5/17/1995

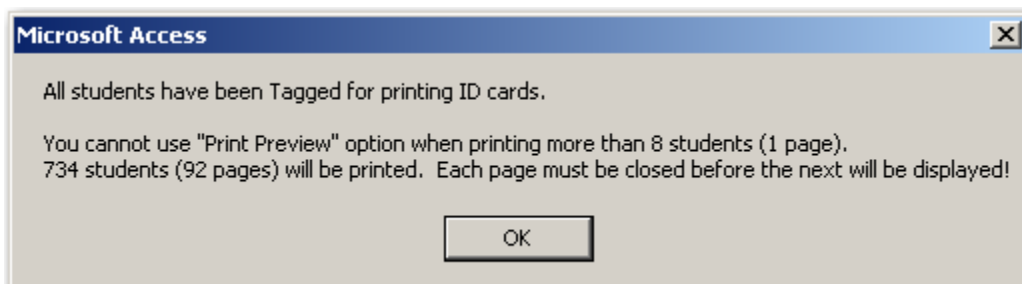
Below the student information, there is a photo of the student and a 'Photo BMP File' field with the value '000003'. The 'To be printed' section has two radio buttons: 'Print ID cards for ALL tagged students' (unselected) and 'Print ID card for this Student only' (selected). The 'Print Options' section includes checkboxes for 'Hair Color' (selected), 'Eye Color' (N), 'Class times' (unselected), 'Large Logo' (unselected), 'Barcode' (selected), 'Signature line' (unselected), 'Grade' (unselected), and 'SN' (selected) or 'ID' (unselected). There are buttons for 'Tag ALL students for printing', 'Remove all tags for printing', and 'Stop printing ID cards'. At the bottom, there are buttons for 'Backward', 'Get', 'Forward', 'AddToPrt', 'Change', 'DoNotPrt', 'Print', 'eXit', and 'Help'.

TO TAG ALL STUDENTS FOR ID CARDS

The **Student ID Card Setup and Print** gives the option to print student ID cards for all students or only select students. To print ID cards for all students, click the mouse on **Tag ALL students for printing** button.

This is a close-up view of the 'ID Card Setup and Print' window, focusing on the 'Print Options' section. The 'Tag ALL students for printing' button is highlighted with a red arrow. The 'Print ID card for this Student only' radio button is selected. The 'Barcode' checkbox is checked, and the 'SN' radio button is selected. The 'Tag ALL students for printing' button is located below the 'Print Options' section.

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



The **To be printed** field will now display a 'P' for all students.

The "ID Card Setup and Print" window shows student information for Robert Aadasian. The "To be printed" field now displays a 'P'. The window includes a photo of the student, various print options like "Print ID cards for ALL tagged students" and "Print ID card for this Student only", and buttons for "AddToPrt", "Change", "DoNotPrt", "Print", "eXit", and "Help".

TAG SELECT STUDENTS TO PRINT ID CARDS

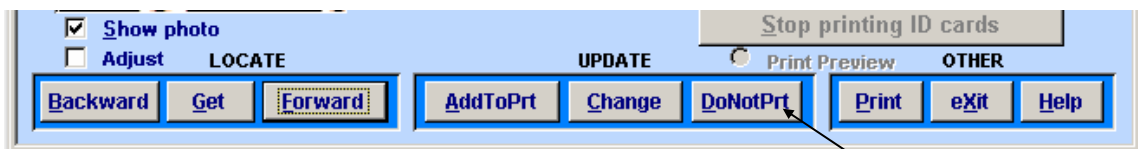
The **To be printed** field can be tagged to print ID cards for select students. Use the **Locate** option to display the student on the form.

Click the mouse on the **AddToPrt** button. A 'P' will now display in the **To be printed** field and an ID card will print for this student.

A close-up of the bottom of the "ID Card Setup and Print" window, showing buttons for "Backward", "Get", "Forward", "AddToPrt", "Change", "DoNotPrt", "Print", "eXit", and "Help".

TO UN-TAG STUDENTS AND NOT PRINT ID CARDS

The **To be printed** field can be un-tagged to prevent an ID card from printing for select students. Use the **Locate** option to display the student on the form.



To un-tag the student click the mouse on the **DoNotPrt** button. The 'P' will no longer display in the **To be printed** field and an ID card will not print for this student.

TO PRINT STUDENT ID CARDS

After the student's have been selected to print, click the mouse on the **Print ID cards for ALL tagged students** button.

Click the mouse on the **Print** button. An ID card will print for all students flagged with a 'P' in the **To be printed** field and a message will display. Click the mouse on the **Yes** button. The following is an example of a Student ID Card.

STUDENT ID CARD

2007-2008

Golden Eagle Elementary School
9950 Comet Street
Eagle Point, CA 95990

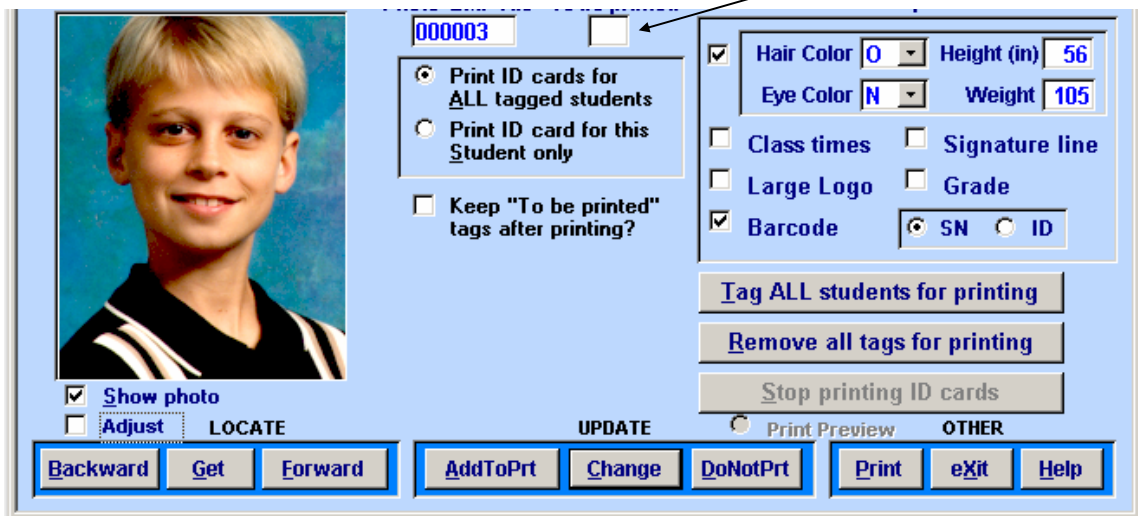
Aguilar, Stephanie **Gr:5**
Stu#: 000005 **DOB:08-Jul-97**



Signature: _____

REMOVE PRINT TAGS FOR ALL STUDENTS

To remove the print tags for **ALL** students, click the mouse on **Remove ALL tags for printing** button. The **To be printed** field will no longer display a 'P' for any student.



STUDENT PHOTOGRAPH SETUP

The **Student Photograph Setup** is used to copy student photo files from a CD or floppy disc to a computer or network server. The student record in the **STU** table will then be updated with a reference number. This number will be used by **Aeries™** to locate the photo file and display the student photograph on the **Student Data** form. When this option is selected the following form will display.

TO SELECT A PHOTOGRAPHER

The **Student Photograph Setup** form displays different **Photographers** that may have been used by the school. By selecting a photographer on the form, the paths and file names to update the student table will automatically be entered.

To select a **Photographer**, click the mouse on the **button** to the left of the photographer's name. The required path and file names will automatically display. Verify the path and file names are correct.

If the photographer used does not display on the form the path and file names must be manually entered. The default photographer is **School Photographer**.

Student Photograph Setup

2007-2008 Golden Eagle Elementary School 9/17/2007

1. Select photographer:

☒ School Photographer ☐ Herff Jones ☐

☐ Lifetouch ☐ Jostens ☐

2. Type of photographs:

☒ BMP files ☐ JPG files ☐

3. Path and file name of the file that contains a cross reference between student numbers and photographs:

...

4. Path to the directory, on a CD or floppy, of your photographs, IF you want them copied to your computer:

...

5. Path to the directory on your computer or network, that contains or will contain student photographs:

(Photo Path) ...

6. Copy photographs from CD to your computer or network (to Photo Path):

7. Update the student table with the file name of each student's photograph:

PHOTO FILE TYPE

To select the type of photo file click the mouse on the **button** to the left of the file type.

CROSS REFERENCE FILE

The **Photographer** will create a cross reference file that contains a student number or permanent ID and a photo number. This file is used to match the student in the **STU** table with the photograph in the photographers file.

Type the **path and file name** in the text box of the photographers cross reference file.

PATH TO PHOTOGRAPH FILE

The **Photographer** will supply a CD or floppy disc that contains all of the student photo files. The photo files are copied from this path or directory to a computer or network server.

Type the **path or directory** of the photo files in the text box.

PATH TO DIRECTORY FOR PHOTOS

A path to the directory on a computer or network server **must** be designated for the student photo files to be stored.

5. Path to the directory on your computer or network, that contains or will contain student photographs:

(Photo Path)

6. Copy photographs from CD to your computer or network (to Photo Path):

7. Update the student table with the file name of each student's photograph:

Type the **path or directory** in the text box displayed.

COPY PHOTO FILES

The photo files **must** first be copied from the photographers file to a computer or network server.

Student Photograph Setup

2007-2008 Golden Eagle Elementary School 9/17/2007

1. Select photographer: ☒ School Photographer ☐ Herff Jones ☐
☐ Lifetouch ☐ Jostens ☐

2. Type of photographs: ☒ BMP files ☐ JPG files ☐

3. Path and file name of the file that contains a cross reference between student numbers and photographs:

4. Path to the directory, on a CD or floppy, of your photographs, IF you want them copied to your computer:

5. Path to the directory on your computer or network, that contains or will contain student photographs:
 (Photo Path)

6. Copy photographs from CD to your computer or network (to Photo Path):

7. Update the student table with the file name of each student's photograph:

Click the mouse on the **Copy** button. A message will display with the number of photo files copied into the directory of the computer or network server selected.

UPDATE THE STUDENT TABLE WITH PHOTO FILE NUMBER

After the photo files have been copied to a computer or network server a reference **must** be created in the **STU** table for each student. A photo number will be added into the student's record that will cross reference to each individual photo file.

Click the mouse on the **Update** button. The following message will display. If the photographer's file contains the **student number** as a cross reference click the mouse on the **No** button.

If the photographer's file contains the **permanent ID number** as a cross reference click the mouse on the **Yes** button. A message will display with the number of students that now contain a photo number in the **STU** table.

If a cross reference could not be made between the photographers file and the **STU** table the number of errors will also display.

UPDATE ERRORS

The most common reason for errors is due to new students added to the **Aeries™** database after the photographer's file has been created. The student's that were not located will not display a picture or a number in the **Photo:** field.

The screenshot shows the 'Students' window for Golden Eagle Elementary School on 10/9/2007. The 'Basic Student Data' tab is active. The student record for David Ferros (Stu# 000009) is displayed. The 'Photo' field is empty, and a red arrow points to it from the text above. The interface includes various input fields for personal, contact, and academic information, as well as buttons for 'LOCATE', 'UPDATE', and 'OTHER' actions.

The student's without a photo will need to be located in the **STU** table and a manual cross reference will need to be made in the Photographers file.



NOTE:

The following is an example of a query that can be generated to locate students that do not have a photo file in the STU table:

LIST STU ID LN FN BM IF BM = " "

PATH TO STUDENT PHOTO FILES

After the update is complete the path to the student photo files **must** be entered. From the **Schools Options** form, click the mouse on the field name **Path to student photographs** and the field will be **hi-lited**.

Schools / Options

2007-2008 Golden Eagle Elementary School 9/17/2007

Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag
990	Golden Eagle Elementary School	999	555-9990		9/02/1995		
Street Address		City		State	ZipCode/Extn	Cntry	
9950 Comet Street		Eagle Point		CA	95990	US	
Principal's Name		Principal's Email Address		ID Type	County	District	School
Ms Jenny Roberts				1	65	99999	99999990
Next Perm ID#		Grade Range					
0		0		6			
Att Period	Att Tracks	Path to student photographs		User1	User2	User3	User4
0	0	c:\eagle\					
School Type		Attendance Type					
Elementary		Daily					
Classroom Version		Attend. Reporting					
Neither (or ABI)		Negative					
Schedule Basis							
Semester							
Session Type		Grade Reporting					
Regular		One Mark					
Gender Codes							
M and F							

LOCATE UPDATE OTHER

Backward Get Forward Add Change Delete Print eXit Help

Type the **EXACT** path where the photo files are stored and press **Enter**. The cross reference should now be made between the photo files and the **STU** table. To verify this procedure has completed properly access the **Student Data** form. The student records that contain a photo number will display the photograph on file.

TEST SCANNER The **Test Scanner** is used to test the operation of a scanner and verify that it can read a scanner sheet successfully. When this option is selected the following form will display.

The screenshot shows a Windows-style application window titled "Eagle Software's Scanner Testing Program". The window has a light blue background and a standard Windows title bar with minimize, maximize, and close buttons. On the left side, there is a control panel with several settings: "Scanner Model:" with a dropdown menu showing "2000"; "Comm Port:" with a dropdown menu showing "COM1"; "Baud Rate:" with a dropdown menu showing "9600"; "Parity:" with a dropdown menu showing "N"; "Data Bits:" with a dropdown menu showing "8"; and "Stop Bits:" with a dropdown menu showing "2". Below these settings are two sections: "Scanner Type" with two radio buttons, "27 Channel" (unselected) and "48 Channel" (selected); and "Test Scanner" with two radio buttons, "Left Side of form" (unselected) and "Right Side of form" (selected). At the bottom of the control panel, there is a status box that says "Communications line is open, Ready to scan". Below the status box are two buttons: "Scan a form" and "eXit test program". The main area of the window is a large, empty white space with a vertical scrollbar on the right side.

The form will display the settings that are available for the different scanners and will display whether or not the scanner is ready to scan. After the scanner feeds the scanner sheet a message will display that indicates whether or not the sheet was read successfully.

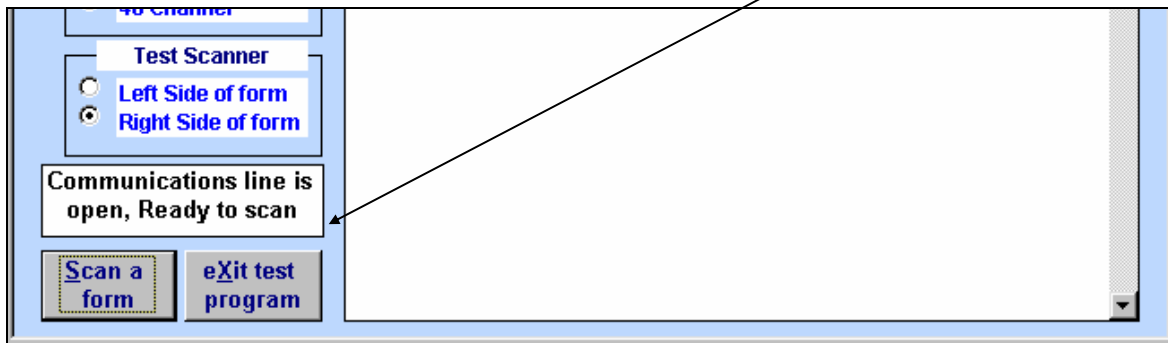
TO TEST A SCANNER

Verify that the settings on the left side of the **Test Scanner** form are correct for the scanner being used.

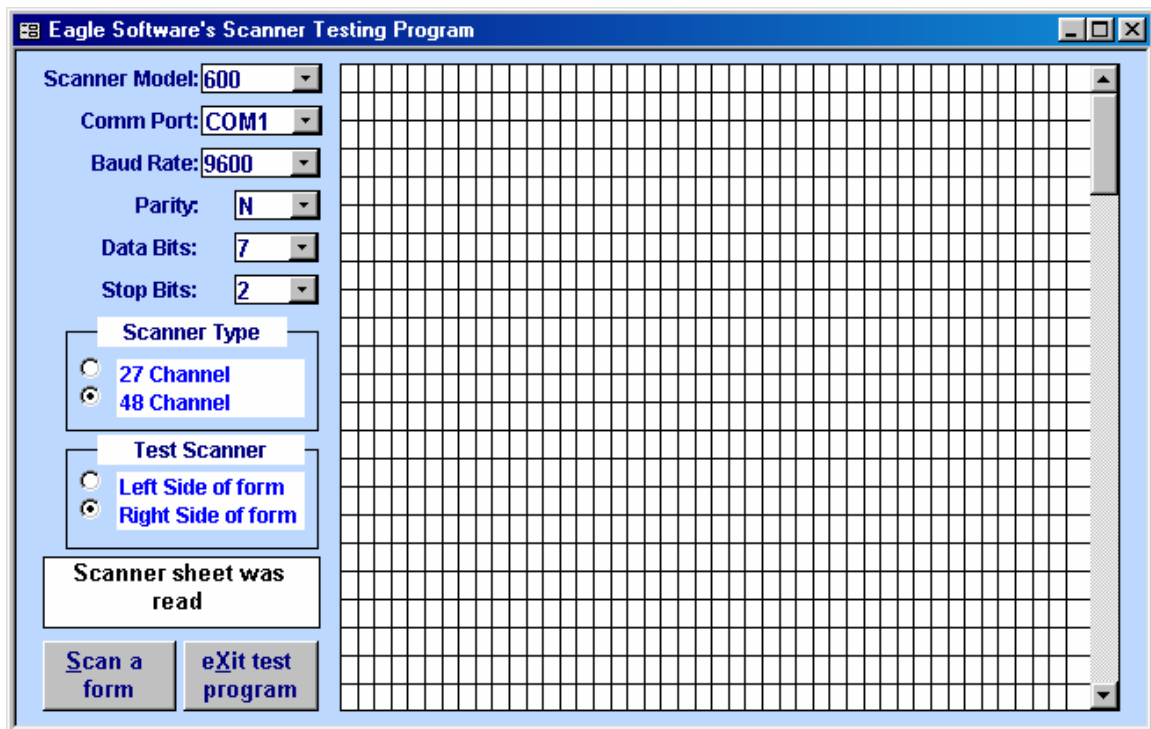
To change the scanner settings, click the mouse on the **drop down**. The available scanner options will display.

Scroll down to the setting selected and the setting will now be **hi-lited**. Click the mouse on the setting.

If the scanner is ready to scan, **Communications line is open, Ready to scan** will display.

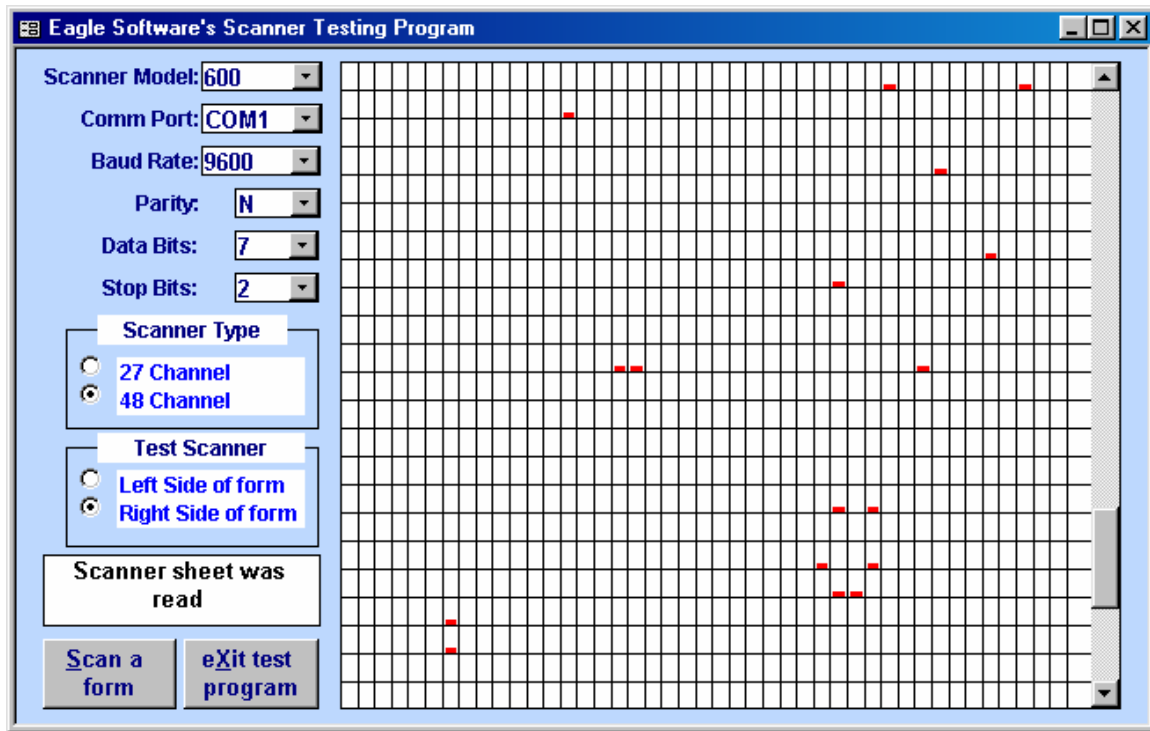


A scanner sheet that has been bubbled randomly is needed to test the scanner. Place the scanner sheet into the scanner hopper and click the mouse on the **Scan a Form** button.



When the sheet is processed the form will no longer be blank and a message **Scanner Sheet was read** will display. Use the **scroll bar** to verify the sheet scanned properly.

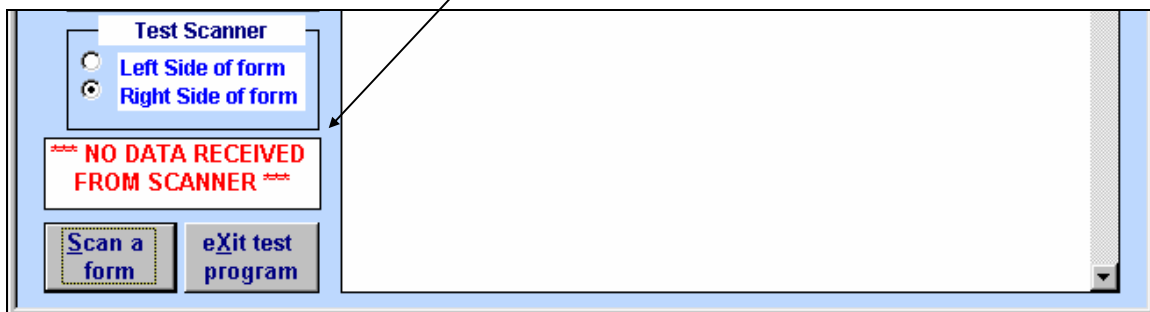
If the sheet scanned properly **red** marks will display on the form and should match the scanner sheet.



NOTE:

It is very important that the form be verified for bubble marks from the scan sheet to ensure the scanner worked properly.

If the scanner does not scan properly the message **NO DATA RECEIVED FROM SCANNER** will display.



Verify that the scanner setup is correct and adjust the settings if necessary. Re-test the scanner.

TEXTBOOK ACCOUNTING

The **Textbook Accounting** form allows schools to track textbooks assigned to students and teachers.

The screenshot shows the 'Textbook Accounting' window. The header bar displays the school year '2007-2008', the school name 'Golden Eagle Elementary School', and the date '9/17/2007'. The main interface is a grid of buttons for various functions:

- A. Display and Update Textbooks** (Blue)
- B. Textbook Assignments by Textbook** (Blue)
- C. Textbook Assignments by Student** (Blue)
- D. Textbook Assignments by Teacher** (Blue)
- E. Textbook Copy Info Lookup** (Blue)
- F. Textbook Fines by Student** (Blue)
- G. Print Textbook Title Information** (Blue)
- H. Print Textbook Copy Information** (Blue)
- I. Print Txtbks Chkd Out To Students** (Blue)
- J. Print Txtbks Chkd Out To Teachers** (Blue)
- K.** (Blue)
- L. Print All Textbk Fines Paid or Not Paid** (Blue)
- M. Barcode Input** (Blue)
- N. Print Txtbks Chkd Out by Txtbk Title** (Blue)
- O. Print Student Textbook Handouts** (Blue)
- P. Print Txtbk Release Form by Teacher** (Blue)
- Q.** (Blue)
- R. Print Invalid Txtbk Fines** (Blue)
- S. Vendors** (Blue)
- T. Print Txtbk Copy Status Audit Listing** (Blue)
- U. Textbook Checkout by Class** (Blue)
- V. Textbook Letter Text Editor** (Blue)
- W.** (Blue)
- X. Textbook Fine Letter Text Editor** (Blue)
- Y. Textbook Options** (Blue)
- 1. Print Avery 5160 Textbook Labels** (Blue)
- 2. Print Chkd Out Txtbks by Class** (Blue)
- 3.** (Blue)
- 4.** (Blue)
- 5. Move Chkd Out Txtbks to the FEE table** (Blue)
- 6. Textbook Check In** (Blue)
- 7. Textbook Check Out** (Blue)
- 8. Color Chooser** (Blue)

At the bottom, there are two radio buttons: ☐ Add Query condition to reports and ☒ Preview before printing. There is also a button labeled **X. Exit this screen**.

For more information on **Textbook Accounting** see the Aeries website documentation.

**PHYSICAL
FITNESS
TESTING**

The **Physical Fitness Testing** is used to track the results of physical fitness tests that are required by the state to be performed for grades 5, 7 and 9. When this option is selected the following form will display.

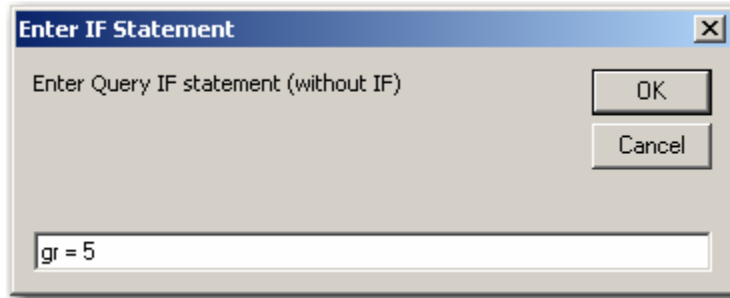
The steps involved are to create scanner sheets for the teacher to log the physical fitness test scores. The scanner sheets are scanned and the scores are stored in the **PFT** table. A file can then be created of the test results for the state. The physical fitness scores can also be displayed and updated and reports can be generated.

**QUERY
CONDITION**

This form allows you to add query conditions to select certain criteria for reports.

To add a query condition to a report, click the mouse on the **Add Query Condition** option.

The following text box will display. **Access** query is different than **Aeries™** query. **Access** does not require 'IF' to be entered into the query statement.

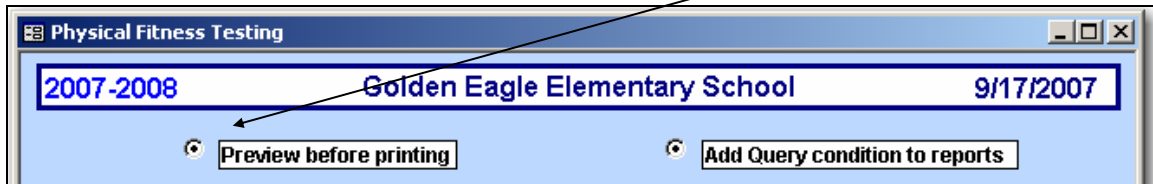


A dialog box titled "Enter IF Statement" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt "Enter Query IF statement (without IF)". Below this prompt is a text input field containing the text "gr = 5". To the right of the input field are two buttons: "OK" and "Cancel".

For example, to select 5th grade students, type **gr = 5**. The report selected to print will now only include 5th grade students.

PREVIEW BEFORE PRINTING

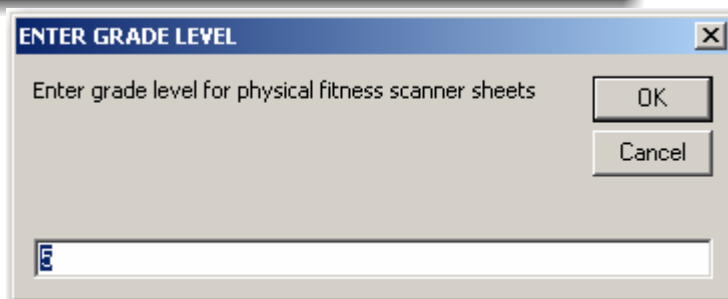
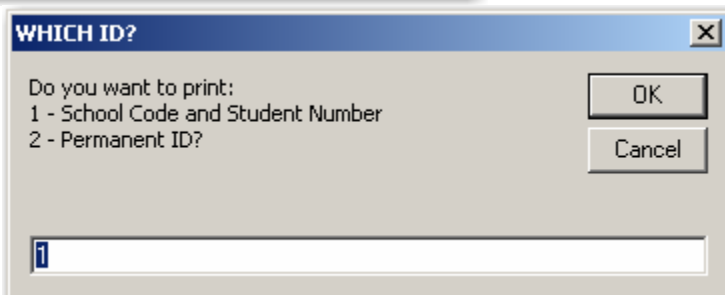
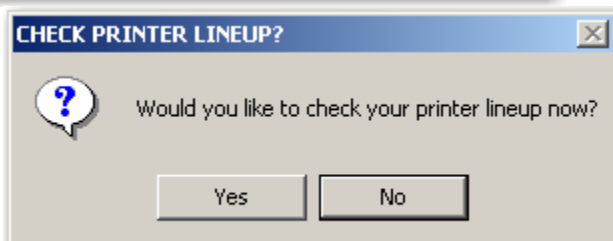
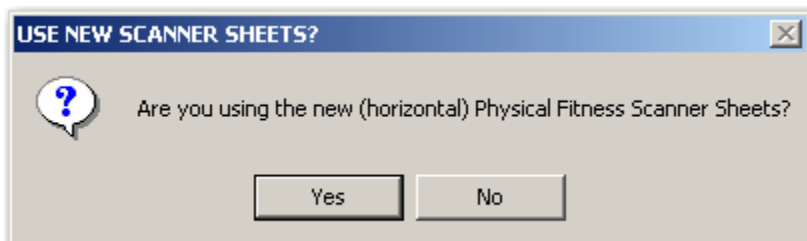
The **Preview before printing** button defaults to display all reports on the screen prior to printing. To send the report directly to the printer without previewing, click the mouse on the **Preview before printing** button.



A window titled "Physical Fitness Testing" with a standard Windows title bar (minimize, maximize, close buttons). The window contains a header section with three fields: "2007-2008", "Golden Eagle Elementary School", and "9/17/2007". Below the header, there are two radio buttons. The first radio button is selected and is followed by the text "Preview before printing". The second radio button is unselected and is followed by the text "Add Query condition to reports". An arrow points from the text in the previous block to the "Preview before printing" button.

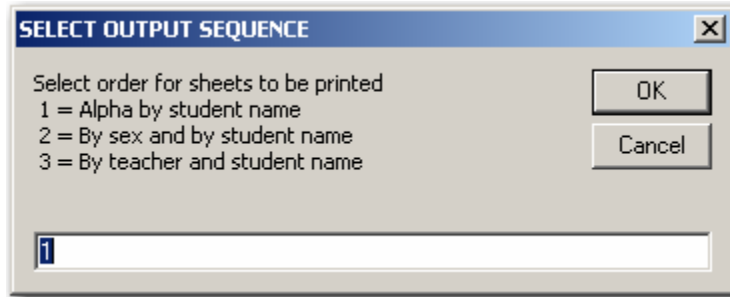
PRINT PHYSICAL FITNESS TEST SCANNER SHEETS

The **Print Physical Fitness Test Scanner Sheets** will generate a scanner sheet for each teacher to keep track of the physical fitness test scores. To print scanner sheets, click the mouse on the **Print Physical Fitness Test Scanner Sheets** button. The following messages will display.



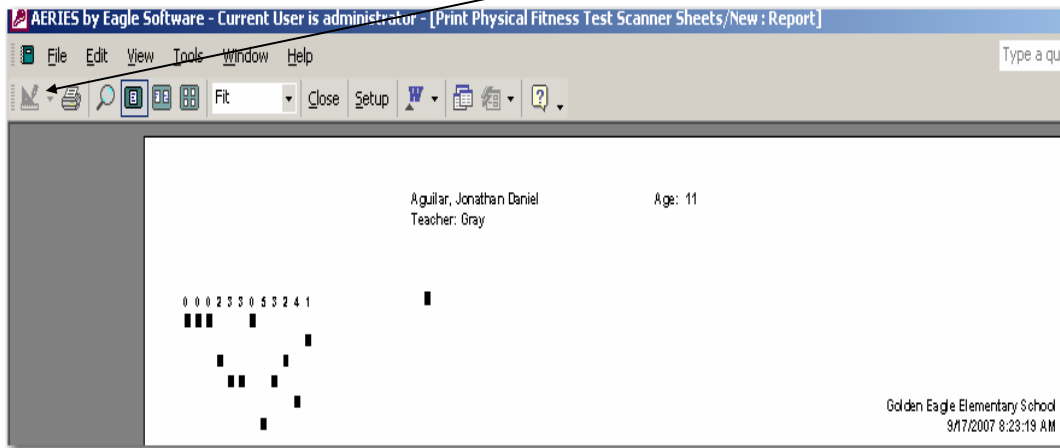
The grade displayed is the grade level that the state requires to be tested. If the grade is different, type the grade for the students taking the physical fitness test. Click the mouse on the **OK** button.

The following message will display.



Select the order for the scan sheets to print and type the number of the sequence in the text box. Click the mouse on the **OK** button

The following form will display. Click the mouse on the **printer** icon to print the Physical Fitness scanner sheets.



READ PHYSICAL FITNESS SCANNER SHEETS

To scan the physical fitness scanner sheets, click the mouse on the **Read Physical Fitness Scanner Sheet** button. The following messages and form will display.

USING NEW SCANNER SHEETS?

Are you using the new (horizontal) Physical Fitness Scanner Sheets?

Yes No

WHICH ID

Are you printing by

1 - Student number and school code

2 - Permanent ID

OK Cancel

2

Read Physical Fitness Testing Scanner Forms/New

2007-2008 Golden Eagle Elementary School 9/17/2007

Sheet# 000233053318 Communications line is open, Ready to scan

Student Name: Aadasian, Robert B Grade: []

Reason for Incomplete Test: []

Reason Not Tested: []

Body Composition

Height	Weight	Triceps	Calf	% Body Fat
[]	[]	[]	[]	[]

Aerobic Capacity

Pacer	Mile run	Walk Test	Heart Rate
[]	[]	[]	[]

Muscle Strength, Endurance & Flexibility

Push Ups	Pull Ups	Arm Hang	Mod Pull	Sit and Reach	Shoulder Stretch	Curl Ups	Trunk lift
[]	[]	[]	[]	[]	[]	[]	[]

LOCATE: Backward Get Forward

SCAN: Scan One Scan Continuous Stop

Limit by Grade: []

OTHER: Print eXit Config

If the scanner is ready to scan the message **Communication line is open, Ready to scan** will display.

If there is a problem with the communication between the computer and the scanner the message will display in **red**.

Click the mouse on the **Config** button to try and open the Communication Line.



NOTE:

If problems still exist, check the line connection and the settings for the scanner.

To scan the physical fitness scanner sheets, click the mouse on the **Scan One** button.

If the scanner sheet was read, the message **Scanner Sheet was Read** will display. All physical fitness scores will display for the student.

Read Physical Fitness Testing Scanner Forms/New

2007-2008 Golden Eagle Elementary School 9/17/2007

Sheet# 000233053318 Communications line is open, Ready to scan

Student Name: Aadasian, Robert B Grade:

Reason for Incomplete Test:

Reason Not Tested:

Body Composition

Height	Weight	Triceps	Calf	% Body Fat
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Aerobic Capacity

Pacer	Mile run	Walk Test	Heart Rate	Push Ups	Pull Ups	Arm Hang	Mod Pull	Sit and Reach	Shoulder Stretch	Curl Ups	Trunk lift
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Muscle Strength, Endurance & Flexibility

LOCATE SCAN Limit by Grade: OTHER

Backward Get Forward Scan One Scan Continuous Stop Print eXit Config

Verify the information that scanned is correct. Click the mouse on the **Scan Continuously** button. After all sheets have been scanned, click the mouse on the **Exit Scan Program** button.

DISPLAY AND UPDATE PHYSICAL FITNESS TEST RESULTS

To display or update the scores for the physical fitness test, click the mouse on the **Display and Update Physical Fitness Test Results** button.

Physical Fitness Test Results

2007-2008 Golden Eagle Elementary School 9/17/2007

Stu#	Last Name	First Name	M/I	Perm ID No.	CSIS Student ID	Birthdate	Sex	Grd	Eth	Prog	Trk	Status	Age
3	Aquilar	Jonathan	D	233053241		7/16/1996	M	5	500				11

Testing Information

Testing Admin: SPRG07 Testing Date: 5/14/2007 Grade: 5 Sch Taken: 990

Reasons

Incomplete test: 0
Not tested: 0

Body Composition

Not Taken
Height: 5' 00" Weight: 123 Skinfold (mm): Triceps: 0 Calf: 0 Bioelectric Impedence/Automated Skinfold Calipers: 00.0

Aerobic Capacity

Not Taken
The PACER: 10:00
One-Mile Run: 00:00
Walk Test: 00:00
Heart Rate /15: 0

Upper Body Strength

Not Taken
Push Ups: 12 Pull Ups: 0 Flexed Arm Hang: 0 Mod Pull Ups: 0

Flexibility

Not Taken
Sit & Reach: Left: 0 Right: 0 Shoulder Stretch: Left: P Right: P

Abdominal Strength

Not Taken
Curl Ups: 12

Trunk Strength

Not Taken
Trunk Lifts: 12

Record: 1 of 1

LOCATE: Backward Get Forward

UPDATE: Add Change Delete

Limit by Grade: OTHER: Print eXit Reports

The **Display and Update Physical Fitness Test Results** form will display to allow any updates to the physical fitness scores.

TO CHANGE PHYSICAL FITNESS TEST RESULTS

Use the **Locate** options to display the student on the form. Click the mouse on the **Change** button. The cursor will automatically display in the **Testing Admin:** field.

The screenshot shows the 'Physical Fitness Test Results' window for student Jonathan Aquilar (Stu# 3) at Golden Eagle Elementary School. The testing date is 5/14/2007, and the testing admin is SPRG07. The form is divided into several sections for recording test results:

- Testing Information:** Testing Admin: SPRG07, Testing Date: 5/14/2007, Grade: 5, Sch Taken: 990.
- Reasons:** Incomplete test: 0, Not tested: 0.
- Body Composition:**
 - Not Taken: ☐
 - Height: 5' 00", Weight: 123, Skinfold (mm): Triceps 0, Calf 0, Bioelectric Impedence/Automated Skinfold Calipers: 00.0.
- Aerobic Capacity:**
 - Not Taken: ☐
 - The PACER: 0 min, 10 sec.
 - One-Mile Run: 00 min, 00 sec.
 - Walk Test: 00 min, 00 sec.
 - Heart Rate /15: 0.
- Upper Body Strength:**
 - Not Taken: ☐
 - Push Ups: 12, Pull Ups: 0, Flexed Arm Hang: 0, Mod Pull Ups: 0.
- Flexibility:**
 - Not Taken: ☐
 - Sit & Reach: Left 0, Right 0.
 - Shoulder Stretch: Left P, Right P.
- Abdominal Strength:**
 - Not Taken: ☐
 - Curl Ups: 12.
- Trunk Strength:**
 - Not Taken: ☐
 - Trunk Lifts: 12.

At the bottom, there are navigation buttons: LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete), and OTHER (Print, eXit, Reports). A 'Limit by Grade' dropdown is also present.

Press the **Tab** key to the field selected. Type the change in the field selected and press **Enter**.

TO PRINT A PHYSICAL FITNESS RECORD

An individual physical fitness record can be printed for students. Use the **Locate** option to display the student. Click the mouse on the **Print** button. The following print will be generated.

Golden Eagle Elementary School																						9/17/2007		
2007-2008				Physical Fitness Test Results by Student																		Page 1		
STU#	Student Name	Sex	Testing Admin	Testing Date	Test Grd	Mile Run	Walk Test	Pacer	Heart Rate	Curl Ups	Trunk Lift	Push Ups	Mod Pull	Pull Ups	Arm Hang	Sit&Reach Left-Right	ShStr L - R	Tricep (mm)	Calf (mm)	Body Fat%	Hght	Wght		
000003	Aguilar, Jonathan	M	SPRG07	5/14/2007	5	10:00	0:00	0	0	12	12	12	0	0	0	0	0	P	P	0	0	0.00	5-00	123

PHYSICAL FITNESS TEST RESULTS BY STUDENT NAME

The **Print Physical Fitness Test Results By Student Name** will generate a report of the student's physical fitness test results and print in order by student name. To print a report, click the mouse on **Print Physical Fitness Test Results By Student Name**. The following report will be generated.

Golden Eagle Elementary School																						9/17/2007	
2007-2008			Physical Fitness Test Results by Student																			Page 1	
STU#	Student Name	Sex	Testing Admin	Testing Date	Test Grd	Mile Run	Walk Test	Pacer	Heart Rate	Curl Ups	Trunk Lift	Push Ups	Mod Pull	Pull Ups	Arm Hang	Sit&Reach Left-Right	ShStr L - R	Tricep (mm)	Calf (mm)	Body Fat%	Hght	Wght	
000003	Aguilar, Jonathan		SPRG07	5/14/2007	5	10:00	0:00	0	0	12	12	12	0	0	0	0	P	P	0	0	0.00	5-00	123
						10:00	0	0	0	12.00	12.00	12.00	0	0	0	0	0	0	0	0	0	0	5-00

PHYSICAL FITNESS TEST RESULTS BY TEACHER

The **Print Physical Fitness Test Results By Teacher** will generate a report of the student's physical fitness test results and print in order by teacher. To print a report, click the mouse on **Print Physical Fitness Test Results By Teacher**. The following report will be generated.

Eagle Point Elementary School

5/2/2000

1999-2000

Physical Fitness Test Results by Class - Kellogg

Page 1

STU#	Student Name	Sex	Mile Run	Pacer	Curl Ups	Trunk Lift	Push Ups	Mod PullUp	Pull Ups	Arm Hang	SitRch Left	SitRch Right	ShStr L - R	Tricep (mm)	Calf (mm)	Height	Weight
0031	Abbott, Alvin	M	8:41	20	5	4	5	5	8	16	10	10		0	0	5-02	135
0331	Abbott, Austin	M	9:05	5	1	6	6	5	4	1	5	5		0	0	5-04	106
0085	Aziz, Nicole	F	8:55	6	5	6	7	5	4	4	5	5		0	0	0-00	0
0352	Barker, Austin	M	0:00	0	0	0	0	0	0	0	0	0		0	0	5-01	95
0070	Barry, Shawn	M	9:16	12	10	8	8	5	5	4	10	10		0	0	5-01	115

PHYSICAL FITNESS TEST RESULTS BY MILE RUN

The **Print Physical Fitness Test Results By Mile Run** will generate a report of the student's physical fitness test results and print in order by the number of miles run. To print a report, click the mouse on **Print Physical Fitness Test Results By Mile Run**. The following report will be generated.

Eagle Point Elementary School

5/2/2000

1999-2000

Physical Fitness Test Results by Mile Run

Page 1

STU#	Student Name	Sex	Mile Run	Pacer	Curl Ups	Trunk Lift	Push Ups	Mod PullUp	Pull Ups	Arm Hang	SitRch Left	SitRch Right	ShStr L - R	Tricep (mm)	Calf (mm)	Height	Weight
0093	Bruner, Chase	M	7:58	5	8	8	4	5	4	5	8	8		0	0	5-00	120
0031	Abbott, Alvin	M	8:41	20	5	4	5	5	8	16	10	10		0	0	5-02	135
0085	Aziz, Nicole	F	8:55	6	5	6	7	5	4	4	5	5		0	0	0-00	0
0331	Abbott, Austin	M	9:05	5	1	6	6	5	4	1	5	5		0	0	5-04	106
0070	Barry, Shawn	M	9:16	12	10	8	8	5	5	4	10	10		0	0	5-01	115

SET UP PHYSICAL FITNESS LETTERS TO PARENTS

Prior to printing **Physical Fitness Letters to Parents** the information to be printed must first be selected. Click the mouse on the **Set up Physical Fitness Letters To Parents** button. The following form will display.

Print Physical Fitness Letters

Select items to be reported to parents

Current Testing Administration: **SPRG08**

Date of Testing (used for Ages):

Aerobic Capacity

- ☐ One Mile Run
- ☐ PACER
- ☐ Walk Test
- ☐ Heart Rate

Flexibility

- ☐ Sit and Reach
- ☐ Shoulder Stretch

Body Composition

- ☐ Skinfold Measurement
- ☐ Body Mass Index
- ☐ Height
- ☐ Weight

Upper-Body Strength

- ☐ Push Ups
- ☐ Modified Pull Ups
- ☐ Flexed Arm Hang

Abdominal Strength

- ☐ Curl Ups

Trunk Strength

- ☐ Trunk Lifts

☒ Print Preview

☐ Pre-Printed Letterhead?

☒ Add Query condition

gr = 5

Letter Editor **Print Letters** **eXit**

The form will display different categories containing different activities performed. Click the mouse on the **buttons** for the different activities to be printed on the letters.

Type the date that the test was taken in the **Date of Testing**. This date will be used to determine the student's age at the time of the test. The student's age will then be used to calculate the students **Healthy Fitness Zone**.

Print Physical Fitness Letters

Select items to be reported to parents

Current Testing Administration: **SPRG08**

Date of Testing (used for Ages):

Aerobic Capacity

- ☐ One Mile Run
- ☐ PACER
- ☐ Walk Test
- ☐ Heart Rate

Flexibility

- ☐ Sit and Reach
- ☐ Shoulder Stretch

Body Composition

- ☐ Skinfold Measurement
- ☐ Body Mass Index
- ☐ Height
- ☐ Weight

Upper-Body Strength

- ☐ Push Ups
- ☐ Modified Pull Ups
- ☐ Flexed Arm Hang

Abdominal Strength

- ☐ Curl Ups

Trunk Strength

- ☐ Trunk Lifts

☒ Print Preview

☐ Pre-Printed Letterhead?

☒ Add Query condition

gr = 5

Letter Editor **Print Letters** **eXit**

To print select students only, type an **Access** query statement for select students. For example, the query statement entered will now only print 5th grade students.

The default for printing letters will be to **Print Preview**. To send the letters directly to the printer, click the mouse on **Print Preview** to turn this off.



NOTE:

After selecting the activities to print on the letters the **Print Letters** button must be clicked in order to generate the letters.

To print the letters, click the mouse on the **Print** button. The following letter will be generated.

Eagle Point Elementary School
100 Eagle Point Way
Eagle Point CA, 99997

April 5, 2007

M/M A Abbott
1234 West Eagle Rock
Eagle Point, 99999

Re: Alan Abbott

Dear Parent:

The school district conducted Physical Fitness Testing recently. Your child was tested in the events shown below, and achieved the scores indicated. The Healthy Fitness Zone is a range of scores expected for students of the same age and sex. If a score falls within the Healthy Fitness Zone, the student is considered healthy.

Name of Test	Score on Test	Healthy Fitness Zone
Mile Run/Walk	8:15	7:00 - 9:30
PACER	0	41 - 80
Curl Ups	7	24 - 45
Trunk Lifts	9	9 - 12
Push Ups	21	14 - 30
Mod Pull Ups	2	9 - 25
Pull Ups	4	2 - 5
Arm Hang	0	15 - 20
Sit & Reach	7	8
Shoulder Stretch	/	Pass

All children should strive to maintain levels of fitness within the Healthy Fitness Zone or above. By maintaining a healthy fitness level for these areas of fitness, your child may have a reduced risk for developing heart disease, obesity, or low back problems. Developing good exercise habits is important to maintaining lifelong health. You can help your child develop these habits by encouraging regular participation in physical activity.

Should you have any questions regarding this test, please feel free to contact your child's teacher or the school.

Thank you.

Mr Joe Brown
Principal

**PRINT PHYSICAL
FITNESS
LETTERS TO
PARENTS**

Once the setup for the physical fitness letters has been performed the letters can be printed. To print letters click the mouse on the **Print Physical Fitness Letters To Parents** button. The following letter will be generated.

Eagle Point Elementary School
100 Eagle Point Way
Eagle Point CA, 99997

April 5, 2007

M/M A Abbott
1234 West Eagle Rock
Eagle Point, 99999

Re: Alan Abbott

Dear Parent:

The school district conducted Physical Fitness Testing recently. Your child was tested in the events shown below, and achieved the scores indicated. The Healthy Fitness Zone is a range of scores expected for students of the same age and sex. If a score falls within the Healthy Fitness Zone, the student is considered healthy.

Name of Test	Score on Test	Healthy Fitness Zone
Mile Run/Walk	8:15	7:00 - 9:30
PACER	0	41 - 80
Curl Ups	7	24 - 45
Trunk Lifts	9	9 - 12
Push Ups	21	14 - 30
Mod Pull Ups	2	9 - 25
Pull Ups	4	2 - 5
Arm Hang	0	15 - 20
Sit & Reach	7	8
Shoulder Stretch	/	Pass

All children should strive to maintain levels of fitness within the Healthy Fitness Zone or above. By maintaining a healthy fitness level for these areas of fitness, your child may have a reduced risk for developing heart disease, obesity, or low back problems. Developing good exercise habits is important to maintaining lifelong health. You can help your child develop these habits by encouraging regular participation in physical activity.

Should you have any questions regarding this test, please feel free to contact your child's teacher or the school.

Thank you.

Mr Joe Brown
Principal

UPDATE FITNESS DATABASE FOR REPORTING TO STATE

The **Update Fitness Database for Reporting to State** is used to create a database whose structure has been defined by the state. This database will contain certain student data and physical fitness test results for physical fitness reporting.

To create the database, click the mouse on the **Update Fitness Database for Reporting to State** button. The following form will display.

The default path for the fitness database will automatically display. If the path has changed, type the new path in the text box. Click the mouse on the **OK** button. The following message will display.

The default grade for Elementary schools will default to grade 5. Click the mouse on the **OK** button. A message will display and the Fitness database has been updated. Click the mouse on the **OK** button.



NOTE:

The current grades required for physical fitness testing by the state are grades 5, 7 and 9. This program will not create a database for any other grades.

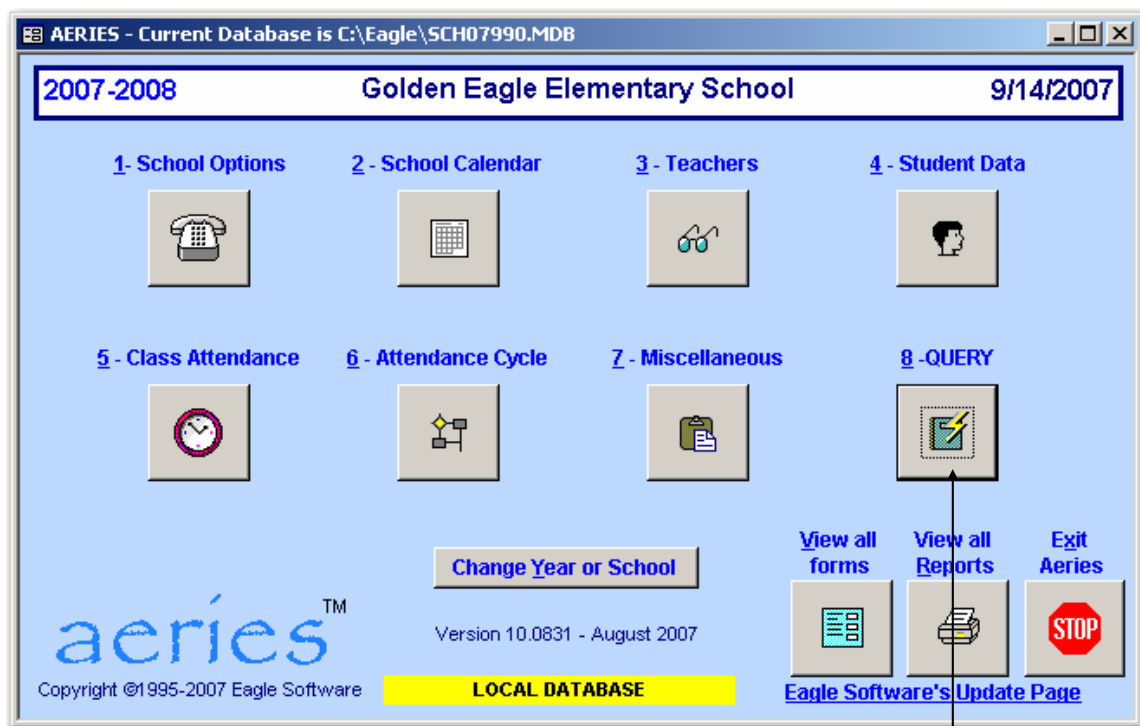


Aeries™ Student Information System
Query – Elementary User Manual
September 14, 2007

QUERY

The **Aeries™ Query** option enables you to create queries from the data stored within the database tables. This process generates a query statement and collects the data, which will allow you to create a report or to update specific data.

The following documentation will provide you with information on some of the general functions available to you through **Query**.



To begin the query process, click the mouse on the **QUERY** button.

The following form will display. The various commands can be selected by using the mouse or you can type the query by hand.

The commands available are:

- **LIST** performs a display function.
- **TOTAL** will calculate a total amount and display.
- **SKIP** will bypass specific records.
- **KEEP** will select specific records.
- **CHANGE** will make permanent changes to select records.



NOTE:

The **CHANGE** command will perform permanent changes to your data. If this function is performed incorrectly, records may be deleted or updated incorrectly.

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.

The screenshot shows the 'Eagle Software's Query Language' window. At the top is a large text box for entering commands. Below it is a cyan bar labeled 'Enter command'. To the left of this bar is a 'COMMANDS' list with options: LIST (Display output), TOTAL (Display totals), SKIP (Bypass records), and KEEP (Select rcds). To the right of the cyan bar are four columns: 'TABLES' (with sub-columns TBL and Table Name), 'FIELDS' (with sub-columns FLD and Field Name), and 'SPECIAL' (with sub-columns ? Description, \ New Line, and Barcode). On the far right are buttons for NEW, RUN, REPORT, LABELS, and LETTERS.

TO CREATE A QUERY

Click the mouse on the command selected. The command will display in the **text box** at the top of the form.

The screenshot shows the same interface as before, but now the text box at the top contains the word 'LIST'. The cyan bar now says 'Enter table code'. The 'COMMANDS' list remains the same. The 'TABLES' column now displays a list of tables: TBL, ABS (Absence Code Table), ADS (Assertive Discipline), and ATT (Attendance Data). The 'FIELDS' and 'SPECIAL' columns remain empty.

A message will display to **Enter Table Code**. A listing will display of all **TABLES** that are available and will be outlined with an aqua blue border. A 3-letter code will display under the **TBL** heading. The **Table Name** will display to the right of the **TBL** column.

Use the up and down arrows to display the tables available. Click the mouse on the table selected.

The 3-letter code for the table selected will display in the text box after the command previously selected. The next **available steps** that can be performed will display below the text box.

A listing will now display of all **FIELDS** that are available and will be outlined in an aqua blue border. A 2-letter code will display under the **Fld** heading. The **Field Name** will display to the right of the **Fld** column. The fields available will display in the order that they are stored in the table.



NOTE:

After a table is selected only tables that are related to the table selected will display.

To change the order that the fields display on the form, click the mouse on any of the following: TBL, Table Name, FLD or Filed Name. The fields will now display in alphabetical order. Click on the same one a second time will cause the list to be reverse sorted.

Click the mouse on the fields selected and the field name will display to the right of the table in the **text box**.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU LN FN MN ID SX GR

Enter field code(s), or BY, or IF or RUN QUERY

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		

* Click on a column heading in the Tables or Fields list to sort by the column. Click the

The cursor will also display after the field selected as you click the mouse.

TO SORT A QUERY

A query can also be sorted in order by a particular field. To sort the query, click the mouse on the **BY** option under **SORT**.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU LN FN MN ID SX GR BY

Enter field code(s), or BY, or IF or RUN QUERY

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		

* Click on a column heading in the Tables or Fields list to sort by the column. Click the

Determine the order that you want this query to be sorted and click the mouse on the field selected. The field will display to the right of the **BY** statement. For example, **BY GR** will sort the query in order of grade level.

TO SELECT RECORDS

For this query to utilize only select records, click the mouse on the **IF** option.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU LN FN MN ID SX GR BY GR IF SX = F

Enter another field code, or type a value to compare to SX

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name	Barcode	
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		
		MED	Medical Data	ST	State		
		MHS	Medical History	ZC	Zip code		
		RET	Retentions	ZX	Extn		
		SAP	Student Assess Perf	TL	Home Phone		
		SCS	STAR Cluster Scores	FW	Fathers work		
		SPP	Student Program Partici	FX	Extn		
		SSD	Secondary Student Data	MW	Mothers work		
		SUP	Supplemental	MX	Extn		
		TST	Testing Data	T1	Test1		
		TCH	Teachers	T2	Test2		

IF **COMPARISON**

IF = Equals
OR # Not equal
AND > Greater
(< Less than
) : Contains
) : Not contain

Math

((Start Math + Add
) Stop Math - Sub
(Open Parenth * Mult
) Close Parenth / Div

☐ Include Inactive Students

Copyright 2007 Eagle Software

Click the mouse on a field for record selection. Type the criteria necessary for a specific record selection.

EXAMPLE: For a listing of only female students, type

IF SX = F

TO RUN A QUERY

Once the query statement is entered, click the mouse on the **RUN** button.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU SN LN FN MN ID SX GR BY GR IF SX = F

Enter field code(s), or BY, or IF or RUN QUERY

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name	Barcode	
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		

IF **COMPARISON**

IF = Equals
OR # Not equal
AND > Greater
(< Less than
) : Contains
) : Not contain

Math

((Start Math + Add
) Stop Math - Sub
(Open Parenth * Mult
) Close Parenth / Div

☐ Include Inactive Students

Copyright 2007 Eagle Software

The following is the definition for this query:

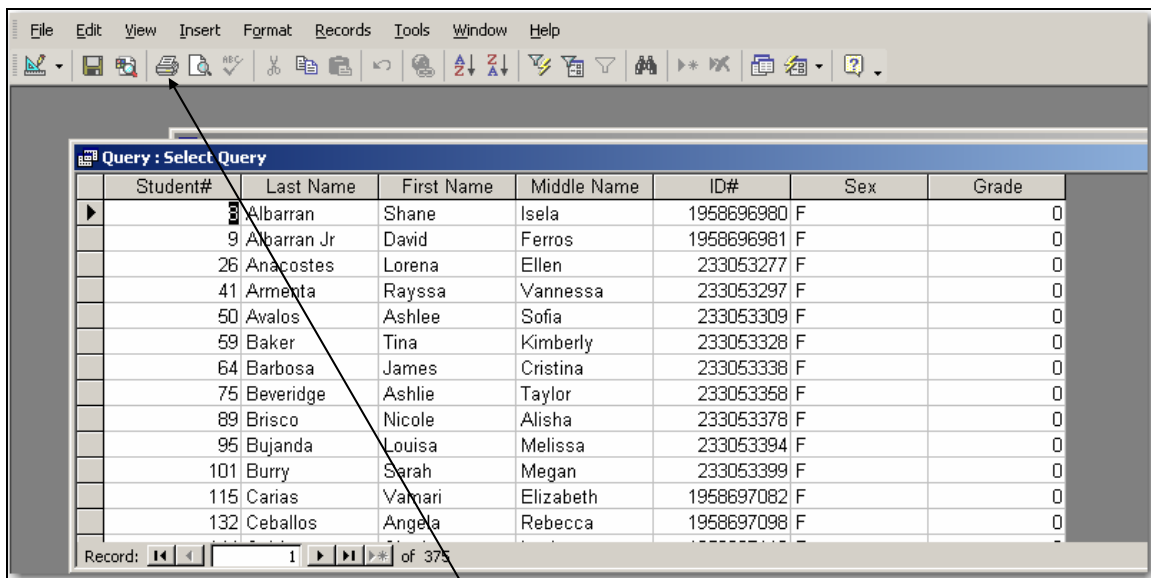
LIST = display on the form
STU = from the Student Data table
SN = the student Number
LN = the students Last Name
FN = the students First Name
MN = the students Middle Name
ID = the permanent ID
SX = the sex
GR = the current grade
BY GR = In the order of grade
IF SX = "F" = only select the female students

In the **QUERY** statement entered:

LIST STU SN LN FN ID SX GR BY GR IF SX = F

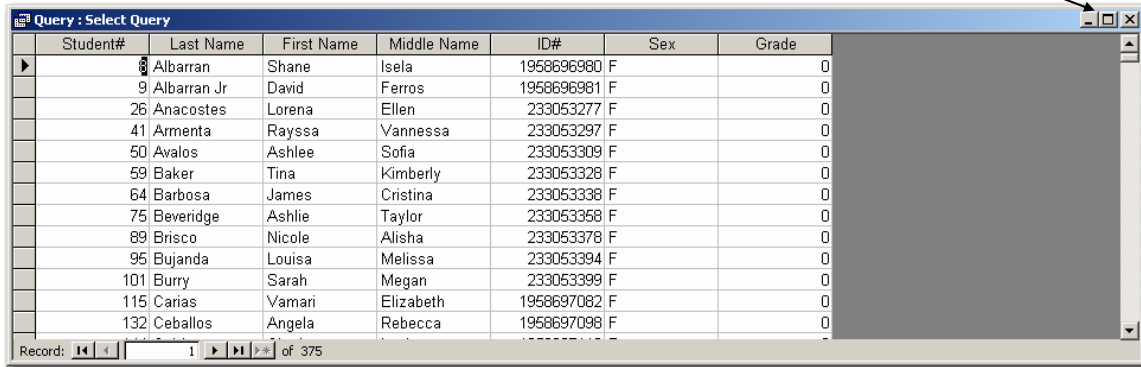
A query will be created for female only students in grade order displaying the Student Number, Last Name, First Name, Middle Name, Permanent ID #, Sex and Grade.

After the query is generated the screen will display the data selected in **ACCESS** form. Compare the data and verify it meets the standards of the query that you are interested in. Now that the query has been generated, there are several options to choose from.



One option is to **print** a report from this screen in this format by clicking the mouse on the printer icon at the top of the form.

After the query is generated there are additional functions available, such as, create reports, labels, files etc. from the data accessed. To return to **QUERY**, click the mouse on the lower “X” in the far right corner of this form.



The screenshot shows a window titled "Query : Select Query". Inside the window is a table with the following columns: Student#, Last Name, First Name, Middle Name, ID#, Sex, and Grade. The table contains 13 rows of student data. At the bottom of the window, there is a status bar that says "Record: 1 of 375". In the top right corner of the window, there are three buttons: a minimize button, a maximize button, and a close button (labeled 'X'). An arrow points to the close button.

Student#	Last Name	First Name	Middle Name	ID#	Sex	Grade
8	Albarran	Shane	Isela	1958696980	F	0
9	Albarran Jr	David	Ferros	1958696981	F	0
26	Anacostes	Lorena	Ellen	233053277	F	0
41	Armenta	Rayssa	Vannessa	233053297	F	0
50	Avalos	Ashlee	Sofia	233053309	F	0
59	Baker	Tina	Kimberly	233053328	F	0
64	Barbosa	James	Cristina	233053338	F	0
75	Beveridge	Ashlie	Taylor	233053358	F	0
89	Brisco	Nicole	Alisha	233053378	F	0
95	Bujanda	Louisa	Melissa	233053394	F	0
101	Burry	Sarah	Megan	233053399	F	0
115	Carias	Vamari	Elizabeth	1958697082	F	0
132	Ceballos	Angela	Rebecca	1958697098	F	0



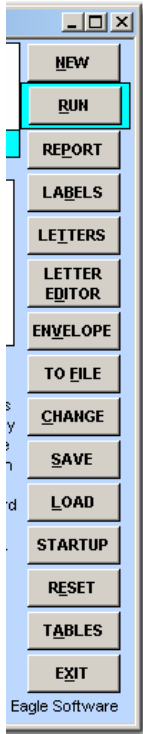
NOTE:

Click the mouse on the “X” on the same window as Query: Select Query. If you click the mouse on the top “X”, the AERIES program will completely close down.

ADDITIONAL FUNCTIONS

There are buttons in a column on the right side of the **QUERY** form. These buttons are used to perform functions to generate **reports**, **labels**, **files**, etc. after the query statement has been generated.

The following are the **ADDITIONAL FUNCTIONS** available:



- **NEW** will clear the text box area of any query displayed to enter a new query statement.
- **RUN** will generate the query statement and display the data in **ACCESS**.
- **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 allow you to setup the letters to be used with the **LETTERS** options
- **ENVELOPE** will generate a format to be printed on a legal envelope from the data generated.
- **TO FILE** will create a text file onto a disc from the data generated.
- **CHANGE** will allow you to make quick changes to data in select fields.
- **SAVE** allows you to save the query for later use.
- **LOAD** will allow you to re-load a query previously saved.
- **TABLES** will re-load and update data tables.
- **RESET** will reset the **KEEP** and **SKIP** statements.
- **EXIT** will exit the **QUERY** form.

USING MULTIPLE TABLE QUERIES

A **Multiple Table Query** uses more than one table to access different information. For example, the query below will create a list of students having a medical condition by accessing data from the **STU** and **MED** tables.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU MED STU.SN STU.LN STU.FN MED.CD MED.CO IF MED.CD # " "

Enter another field code, or type a value to compare to CD

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	MED.SN	Student#	\	New Line
SKIP	Bypass records	MED	Medical Data	MED.CD	Code		Barcode
KEEP	Select rcds	CHI	Crs History Institutions	MED.DT	Date	NM	Full Name
CHANGE	Change data	LKR	Lockers	MED.CO	Comments	MI	Middle Initial
		ADS	Assertive Discipline	MED.SD	Starting date		
		ATT	Attendance Data	MED.ED	Ending date		
		AUT	Authorizations	MED.TG	Status		
		CNF	Conference	MED.ST	Start Time		
		CON	Contacts	MED.ET	End time		
		FEE	Fees and Fines	MED.BC	Billing Code (ICD-9)		
		IMM	Immunizations	MED.IN	Initials		
		INV	Interventions	MED.BU	Billing Units		
		MHS	Medical History	MED.RE	Results		
		RET	Retentions	MED.SQ	Seq		
		SAP	Student Assess Perf	MED.SCL	School		
		SCS	STAR Cluster Scores	STU.SN	Student#		
		SPP	Student Program Partici	STU.LN	Last Name		
		SSD	Secondary Student Data	STU.FN	First Name		
		SUP	Supplemental	STU.MN	Middle Name		
		TST	Testing Data	STU.ID	ID#		
		TCH	Teachers	STU.SX	Sex		

IF OR AND ()

COMPARISON

= Equals
Not equal
> Greater
< Less than
: Contains

Math

((Start Math + Add
) Stop Math - Sub
(Open Parenth * Mult
) Close Parenth / Div

Include Inactive Students

NEW
RUN
REPORT
LABELS
LETTERS
LETTER EDITOR
ENVELOPE
TO FILE
CHANGE
SAVE
LOAD
STARTUP
RESET
TABLES
EXIT

* Click on a column heading in the Tables or Fields list to sort by the column. Click the column heading again to sort descending. For Fields - click a third time to sort by the sequence (default).

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NOTE:

Schools utilize multiple tables in their query statements due to the large amount of data that they accumulate.

WHAT IS A TABLE

A table is a file that stores certain data entered into the **Student Information System**.

The screenshot shows the 'Eagle Software's Query Language' window. It features a 'LIST' button at the top left. Below it is a cyan bar labeled 'Enter table code'. The main area is divided into several sections: 'COMMANDS' (LIST, TOTAL, SKIP, KEEP, CHANGE), 'SORT' (BY, Sorted by), 'IF' (IF, OR), and 'COMPARISON' (=, #). The 'TABLES' section lists various tables with their abbreviations and full names. The 'FIELDS' section has columns for 'FLD' and 'Field Name'. The 'SPECIAL' section includes options like '?', 'Description', 'New Line', and 'Barcode'. A vertical toolbar on the right contains buttons for NEW, RUN, REPORT, LABELS, LETTERS, LETTER EDITOR, ENVELOPE, TO FILE, CHANGE, and SAVE. A note at the bottom right states: '* Click on a column heading in the Tables or Fields list to sort by the column. Click the'.

COMMANDS		TABLES		FIELDS		SPECIAL	
Command	Description	TBL	Table Name	FLD	Field Name	?	Description
LIST	Display output	ABS	Absence Code Table				
TOTAL	Display totals	ADS	Assertive Discipline				
SKIP	Bypass records	ATT	Attendance Data				
KEEP	Select rclds	AUT	Authorizations				
CHANGE	Change data	BEL	Bell Schedule				
		CHI	Crs History Institutions				
		CNF	Conference				
		COD	Code Table				
		CON	Contacts				
		CSN	Content Standard Name				
		CTL	Testing Control Table				

The **Query** form above displays some of the **tables** that are contained within the **Student Information System** database.

HOW IS A TABLE FORMED

The form displayed below is the **Teachers** form.

The screenshot shows the 'Elementary Classes' window. At the top, it displays '2007-2008', 'Golden Eagle Elementary School', and '9/14/2007'. Below this is a table with columns: Tch#, Teacher Name, First Name, Last Name, Title, Room, Grades, Tag, Max Total, Left Boys, Girls. The first row contains: 199, Williamson, Lori, Williamson, Mrs, A1, [blank], [blank], 30, 0, 30, 0, 0. Below the table are fields for CBEDS, NCLB Core, ElecTag, E-mail Address, Staff ID, and Hilly Qlfd Tch. A large table on the left is for student records with columns: Stu#, Last Name, First Name, Sex, Grd, Pgm, Trk, Move. To the right of this table are options to 'Move students to another teacher' with a 'New Teacher' dropdown and three numbered buttons: 1. Move All students to new teacher, 2. Move students in grade [blank] only, 3. Move the tagged students only. Below these are radio buttons for 'Input with Dropdown List' and 'Display By: Tch Name' (selected) or 'Tch Number'. At the bottom are buttons for 'LOCATE' (Backward, Get, Forward), 'UPDATE' (Add, Change, Delete, Input), and 'OTHER' (Exit, Print, Staff). A 'Photo File' field and an 'Adjust' checkbox are also present.

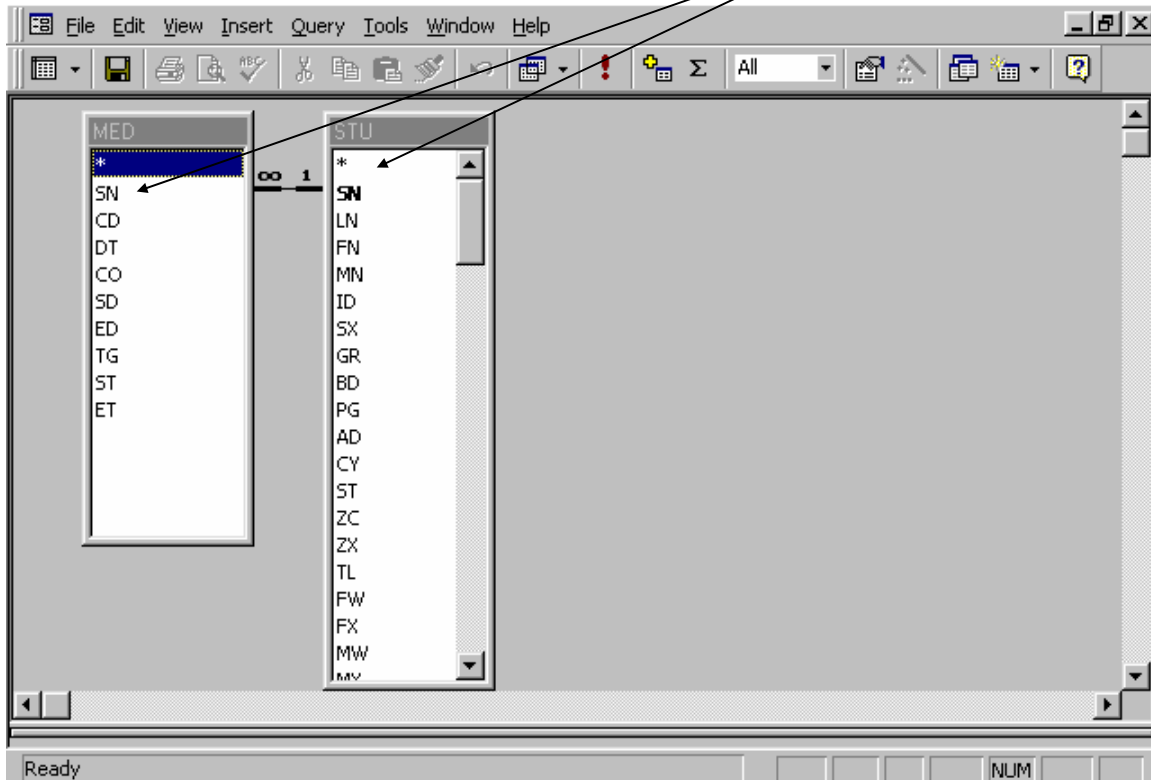
After you have typed information into the different **fields** and pressed **ENTER** the information creates one record and is saved in the **TCH** table.

As you keep entering information and creating different teacher numbers a new record is created for each teacher. After the first record is created, essentially you have formed the **TCH** table and will now store all new records entered.

WHY IS THERE MORE THAN ONE TABLE?

Instead of creating one large table that contains all of the schools data, smaller tables are created. For instance the medical file contains the student number, medical code, details etc.

To access the information from the different tables a field is created that will create a link between the two tables. For instance, the **MED** and **STU** tables both contain the student number (**SN**) field.



By using the student number field from the **STU** table you can now connect this table to the **MED** table. If the same student number that is stored in the **STU** table is also stored in the **MED** table a record has been previously created. You can now find out other information about the student, such as whether the student has a medical condition.

Having multiple tables saves space due to the fact that you only need to add student information if it exists, into select tables and can access this information from the other tables. It also helps to eliminate double entry of student information, such as, the student's name, sex, grade etc. into both tables.

The **Multiple Table Query** displayed below will generate a list of students with a medical condition.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU MED STU.SN STU.LN STU.FN MED.CD MED.CO IF MED.CD # " "

Enter another field code, or type a value to compare to CD

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	MED.SN	Student#	\	New Line
SKIP	Bypass records	MED	Medical Data	MED.CD	Code		Barcode
KEEP	Select rcds	CHI	Crs History Institutions	MED.DT	Date	NM	Full Name
CHANGE	Change data	LKR	Lockers	MED.CO	Comments	MI	Middle Initial
		ADS	Assertive Discipline	MED.SD	Starting date		
		ATT	Attendance Data	MED.ED	Ending date		
		AUT	Authorizations	MED.TG	Status		
		CNF	Conference	MED.ST	Start Time		
		CON	Contacts	MED.ET	End time		
		FEE	Fees and Fines	MED.BC	Billing Code (ICD-9)		
		IMM	Immunizations	MED.IN	Initials		
		INV	Interventions	MED.BU	Billing Units		
		MHS	Medical History	MED.RE	Results		
		RET	Retentions	MED.SQ	Seq		
		SAP	Student Assess Perf	MED.SCL	School		
		SCS	STAR Cluster Scores	STU.SN	Student#		
		SPP	Student Program Partici	STU.LN	Last Name		
		SSD	Secondary Student Data	STU.FN	First Name		
		SUP	Supplemental	STU.MN	Middle Name		
		TST	Testing Data	STU.ID	ID#		
		TCH	Teachers	STU.SX	Sex		

IF MED.CD # " "

Math

((Start Math + Add
) Stop Math - Sub
(Open Parenth * Mult
) Close Parenth / Div

Include Inactive Students

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The following is the definition for this Query:

LIST	= display on the screen
STU MED	= using two tables, medical and student data
STU.SN	= student number from the STU table
STU.LN	= student last name from the STU table
STU.FN	= student first name from the STU table
MED.CD	= medical code from the MED table
MED.CO	= medical comment from the MED table
IF MED.CD # " "	= if the medical code is not blank

This Query will display the student number, last name, first name, medical code and any medical comments for students with a medical condition.

The following screen will display when you click the **RUN** button:

Query : Select Query					
Student#	Last Name	First Name	Code	Comments	
1	Aadasian	Robert	29	T100 Home	
1	Aadasian	Robert	16	T 98.9	
1	Aadasian	Robert	21	t98	
1	Aadasian	Robert	23	Right knee 1' cu	
1	Aadasian	Robert	09	ball hit nose/ice	
5	Aguilar	Stephanie	10	L Thumb/C/B/Cla	
5	Aguilar	Stephanie	30	Class	
5	Aguilar	Stephanie	05	Poked In R Eye	
5	Aguilar	Stephanie	05	L Eye/Ice/Class	
5	Aguilar	Stephanie	01	L Knee/C/B/Cla	
5	Aguilar	Stephanie	03	L Ear/Ice/Class	
5	Aguilar	Stephanie	31	T100/Home	
5	Aguilar	Stephanie	11	R Leg/Ice/Class	
5	Aguilar	Stephanie	11	R Hand W/Ball/I	
5	Aguilar	Stephanie	03	Tooth Hit Stu Hi	
5	Aguilar	Stephanie	05	Ball Hit L Eye/Ic	
5	Aguilar	Stephanie	03	Pinched/Ice/Cla	
5	Aguilar	Stephanie	09		
5	Aguilar	Stephanie	01	lft. mid finger/c/I	
5	Aguilar	Stephanie	29	T99/Home	
5	Aguilar	Stephanie	10		

Record: 1 of 2026

You can now print from this screen by clicking the **printer** icon immediately above the data box or exit the screen by clicking the “X” in the upper right hand corner and choosing **REPORT** from the **QUERY** form.

CREATING A REPORT

After generating your query statement, a formal looking report can be created by clicking the mouse on the **REPORT** button.

The following box will display.

In the **Query Report Parameters** box, type the **report title** that you want to print at the top of the report. Select the report line spacing, Single, Double or Triple spaced. Click the mouse on the **OK** button.

The following report will display. To print click the **Printer** icon at the top of the screen:

Golden Eagle Elementary School					9/14/2007
2007-2008		Student Medical Listing			Page 1
Student#	Last Name	First Name	Code	Comments	
1	Aadasian	Robert	29	T100 Home	
1	Aadasian	Robert	16	T 98.9	
1	Aadasian	Robert	21	198	
1	Aadasian	Robert	23	Right knee '1' out just below knee on knew playground/mom took for treatment	
1	Aadasian	Robert	09	ball hit nose/ice	
5	Aguilar	Stephanie	10	L Thumb/C/B/Class	
5	Aguilar	Stephanie	30	Class	
5	Aguilar	Stephanie	05	Poked In R Eye/ice/Class	
5	Aguilar	Stephanie	05	L Eye/ice/Class	
5	Aguilar	Stephanie	01	L Knee/C/B/Class	
5	Aguilar	Stephanie	03	L Ear/ice/Class	
5	Aguilar	Stephanie	31	T100/Home	
5	Aguilar	Stephanie	11	R Leg/ice/Class	
5	Aguilar	Stephanie	11	R Hand W/Ball/ice/Class	
5	Aguilar	Stephanie	03	Tooth Hit Stu Head/ice/Class	

LABELS BUTTON

After running a query statement, the **LABELS** button will allow you to create different types of labels, such as, mailing labels, student folder labels, etc. Listed below is an example of a **Query** to print address labels to the parents of Gate students. In this example U4 has been used as the field that Gate students are flagged.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU "To the Parents/Guardian of:" \NM \AD \CY ST ZC IF U4 = G

Enter another field code, or type a value to compare to U4

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		
		MED	Medical Data	ST	State		
		MHS	Medical History	ZC	Zip code		
		RET	Retentions	ZX	Extn		
		SAP	Student Assess Perf	TL	Home Phone		
		SCS	STAR Cluster Scores	FW	Fathers work		
		SPP	Student Program Partici	FX	Extn		
		SSD	Secondary Student Data	MW	Mothers work		
		SUP	Supplemental	MX	Extn		
		TST	Testing Data	T1	Test1		
		TCH	Teachers	T2	Test2		

IF
OR
AND
(
)

COMPARISON
= Equals
Not equal
> Greater
< Less than
: Contains

Math
((Start Math + Add
)) Stop Math - Sub
(Open Parenth * Mult
) Close Parenth / Div

☐ Include Inactive Students

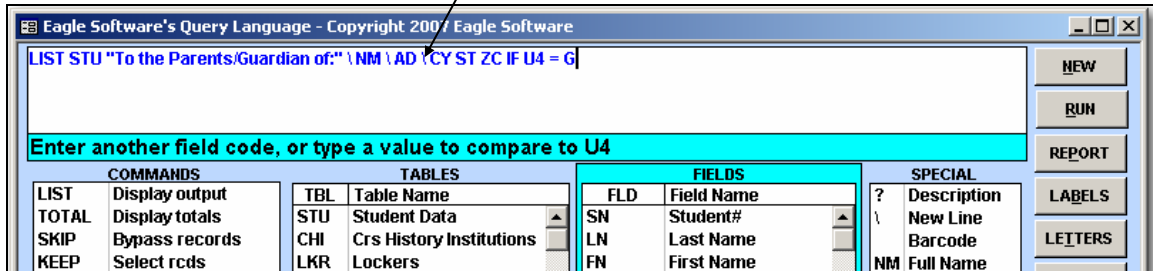
* Click on a column heading in the Tables or Fields list to sort by the column. Click the column heading again to sort descending. For Fields - click a third time to sort by the sequence (default).

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NEW
RUN
REPORT
LABELS
LETTERS
LETTER EDITOR
ENVELOPE
TO FILE
CHANGE
SAVE
LOAD
STARTUP
RESET
TABLES
EXIT

CREATING ADDRESS LABELS

To create address labels or any label containing more than one line, you must use the '\ ' in your query statement.



This will force the query to drop down to the next line when printing the label. To have a text expression print on a line, you must place double-quotes around the text expression.

Example, **"To the Parent/Guardian of:"**

The following is the definition for the above query:

LIST	= display on the screen
STU	= using the student data table
"To the Parents"	= creates a text statement
\	= drops down to the next line
NM	= students full name from the STU table
\	= drops down to the next line
AD	= students address from the STU table
\	= drops down to the next line
CY	= students city from the STU table
ST	= students state from the STU table
ZC	= students zip code from the STU table
IF U4 = G	= if the flag is set with G in the U4 field in the STU table for Gate students

To create the query statement, click the mouse on the **RUN** button.
The following **ACCESS** query statement will display.

Expr1000	Expr1001	Student Name	Expr1003	Mailing Address	Expr1005	City	State	Zip code
To the Parents/\		Aadasian, Robe\		5514 N Sunburs\		Eagle Rock	CA	99999
To the Parents/\		Albarran, Shane\		5519 Cisero Dr \		Eagle Point	CA	99998
To the Parents/\		Anacostes, Lori\		4444 Penderdor \		Eagle Point	CA	99998
To the Parents/\		Arnold, Kandaci\		33821 Joshua C \		Eagle Point	CA	99998
To the Parents/\		Botello, Trentori\		33300 300th St \		Eagle Rock	CA	99999
To the Parents/\		Cameron, Sand \		33936 Baltic St \		Eagle Point	CA	99998
To the Parents/\		Crowe, Breanna\		2246 Rosemary \		Eagle Point	CA	99998
To the Parents/\		Deremer, David \		3324 Running S \		Eagle Rock	CA	99999
To the Parents/\		Edmondson, Nli\		33650 Lillyvale \		Eagle Rock	CA	99999
To the Parents/\		Fielding, Troy \		5555 Essex Dr \		Eagle Rock	CA	99999
To the Parents/\		Franco, Jackelin\		2215 E Roaring \		Eagle Point	CA	99998
To the Parents/\		Giron, Rachel \		33418 Olalaberr\		Eagle Point	CA	99998
To the Parents/\		Goff, Saul \		3315 Seagrass \		Eagle Rock	CA	99999

The text expression and the '\' that were entered into the query, create their own field for each student record. The '\' field is read by query and forces the program to drop down one line when printing labels.

After you RUN the query statement, close the result window then click the mouse on the **LABELS** button.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU "To the Parents/Guardian of:" \NM \AD \CY ST ZC IF U4 = G

Enter AND or OR to start another condition, or RUN query

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rclds	LKR	Lockers	FN	First Name	NM	Full Name

Buttons: NEW, RUN, REPORT, LABELS, LETTERS

The **Label Type** selection box will display and default to Avery 5160 labels. Custom labels can be selected to create your own labels.

For the default Avery 5160 label, click the mouse on the **OK** button. The following print out will display. Verify the label data is correct and will fit on the label size selected.

To the Parents/Guardian of: Aadasian, Robert 5514 N Sunburst Dr Eagle Rock CA 99999	To the Parents/Guardian of: Albarran, Shane 5519 Cisero Dr Eagle Point CA 99998	To the Parents/Guardian of: Anacostes, Lorena 4444 Penderdorf Ave Eagle Point CA 99998
To the Parents/Guardian of: Arnold, Kandace 33821 Joshua Dt	To the Parents/Guardian of: Botello, Trentorian 33300 300th St E #311	To the Parents/Guardian of: Cameron, Sandra 33936 Baltic St

To print the address labels, click the mouse on the **Printer** icon at the top of the screen.



NOTE:

Please be advised that *Aeries* will automatically format all labels to be printed on only **AVERY 5160** laser-printer labels.

QUERY LETTER EDITOR

The **Query Letter Editor** allows you to create letters that will contain text and merged data from a query statement. Once the letter has been created, a query statement must be generated to pull the data from the tables and fields selected.

The screenshot shows the 'Query Letter Editor' window. At the top, there are two input fields: 'Letter:' with the value 'PFT Letter' and 'Author:' with the value 'Lori Schmitz'. Below these is a large text area containing the following text:

[PG]
[AD]
[CY] [ST] [ZC]

Re: Physical Fitness Testing

Dear [PG]:

We will be giving physical fitness tests next Monday to all our 5th grade students. [FN] should be prepared for this by getting lots of rest this weekend. And make sure [he/she] eats [his/her] Wheaties before coming to school Monday!

Thank you for your cooperation.

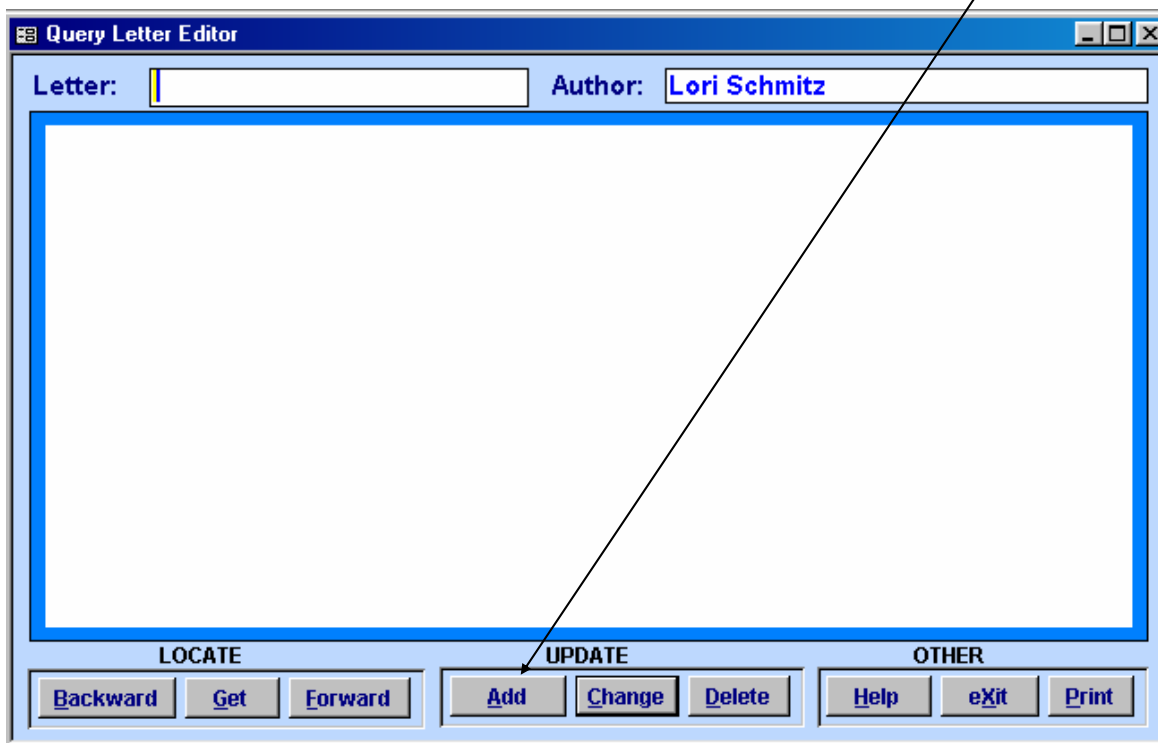
John Jock
Director of Physical Education

At the bottom of the window, there are three groups of buttons: 'LOCATE' (Backward, Get, Forward), 'UPDATE' (Add, Change, Delete), and 'OTHER' (Help, eXit, Print).

Prior to creating this letter it must be determined which fields will be utilized from the **Aeries™** table(s). For example, a letter sent to a parent guardian will need the **PG**, **AD**, **CY**, **ST** and **ZC** fields for the letter heading. These are the following fields:

PG = Parent/Guardian
AD = Address
CY = City
ST = State
ZC = Zip Code

To create a new query letter, click the mouse on the **Add** button.



The cursor will automatically display in the **Letter:** field. Type the name of the letter in the **Letter:** field. The **Author:** field will automatically display the current user's name.

Press the **Tab** key until the **cursor** displays in the white text box.



When the letter is generated, a school heading for the letter will automatically be created with the school name, address, and the current date at the top of the letter. **This heading will not display in the letter editor but will print when submitted.**

An address heading should be created for the individual receiving the letter. For example, a letter sent to a parent/guardian use the following fields:

PG = Parent/Guardian

AD = Address

CY = City

ST = State

ZC = Zip Code

On the first line type **[PG]** and press **Enter**. The cursor will drop down to the second line. Type **[AD]** and press **Enter**. The cursor will drop down to the third line. Type **[CY] [ST] [ZC]** and press **Enter**.



NOTE:

ALL field codes MUST have a square bracket surrounding them and there must be spaces between each field.

Type the remainder of the letter combined with text and field codes. An example of a letter is displayed below.

The screenshot shows a window titled "Query Letter Editor". At the top, there are two input fields: "Letter:" with the value "HR1 Honor Roll" and "Author:" with the value "Lori Schmitz". Below these is a large text area containing the following text:

[PG]
[AD]
[CY] [ST] [ZC]

Re: Superintendent's Honor Roll

Dear [PG],

I would like to congratulate [FN] in [his/her] efforts in the last year here at Eagle Point Elementary. [FN] has received a GPA of 4.0 and has made the Superintendent's Honor Roll.

Sincerely,

Dr. Birch
Principal - Eagle Point Elementary

At the bottom of the window, there are three groups of buttons: "LOCATE" (Backward, Get, Forward), "UPDATE" (Add, Change, Delete), and "OTHER" (Help, eXit, Print). A line points from the text "[his/her]" in the letter body to the explanatory text below.

A query function available will insert **[he/she]** or **[his/her]** in the letter for the proper sex but the sex code must be used in the query statement.

Example: If his/her is used and the sex code is F the above letter will read "in her efforts".

After you have completed the letter, click the **Exit** button at the bottom of the form.



NOTE:

Each field code used **MUST** be in the query statement or this area will be blank when the letter prints.

Create your query statement and **RUN**. Close the result window and click the mouse on the **LETTERS** button

A list of the letters that have been created in **Query Letter Editor** will be displayed. Click on the letter that you wish to merge your query statement into

If you are using pre-printed letterhead click Yes, if not click No.

The next display asks about the location of the Date to be printed if you want it. The default is center. Click the mouse on the **OK**.

Aeries Input Option Form

Select Option for Printing Date

Select one of the following options:


- ☐ Do Not Display
- ☐ Left-Justify
- ☒ Center
- ☐ Right-Justify

OK Cancel

A print preview of the merged letter will display. Click the mouse on the printer icon. The following is an example.

Golden Eagle Elementary School
9950 Comet Street
Eagle Point, CA. 95990

September 14, 2007



M/M A.Adasian
5514 N. Sunburst Dr
Eagle Rock, CA 99999

Dear M/M A.Adasian,

Re: Robert A.Adasian

We want to congratulate you and invite you to an assembly on September 20, 2007. The assembly will be held in the Multipurpose Room starting at 10:00 a.m.

Your child, Robert, will be presented with this month's Achievement Recognition award for his class. We would like you to help us keep this a secret until the assembly.

You should be proud of Robert's achievement. We feel we are partners in your child's social and academic development, but his attitude towards school and school work begins in the home.

Again, congratulations!

Sincerely,

Ms Jenny Roberts
Principal

CREATING ENVELOPES

You may use the **ENVELOPE** option to print directly to an envelope. The example uses the same query and process as for labels.

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LIST STU "To the Parents/Guardian of:" \NM \AD \CY ST ZC IF U4 = G

Enter another field code, or type a value to compare to U4

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		

IF **COMPARISON**

IF = Equals
OR # Not equal

Sort
BY Sorted by

* Click on a column heading in the Tables or Fields list to sort by the column. Click the

Buttons: NEW, RUN, REPORT, LABELS, LETTERS, LETTER EDITOR, ENVELOPE, TO FILE, CHANGE, SAVE

After you RUN the query statement, close the result window then click the mouse on the **ENVELOPE** button.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU "To the Parents/Guardian of:" \NM \AD \CY ST ZC IF U4 = G

Enter AND or OR to start another condition, or RUN query

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		
		MED	Medical Data	ST	State		
		MHS	Medical History	ZC	Zip code		
		RET	Retentions	ZX	Extn		
		SAP	Student Assess Perf	TL	Home Phone		
		SCS	STAR Cluster Scores	FW	Fathers work		
		SPP	Student Program Partici	FX	Extn		
		SSD	Secondary Student Data	MW	Mothers work		
		SUP	Supplemental	MX	Extn		
		TST	Testing Data	T1	Test1		
		TCH	Teachers	T2	Test2		

IF **COMPARISON**

IF = Equals
OR # Not equal
AND > Greater
(< Less than
) : Contains

Math

((Start Math + Add
) Stop Math - Sub
(Open Parenth * Mult
) Close Parenth / Div

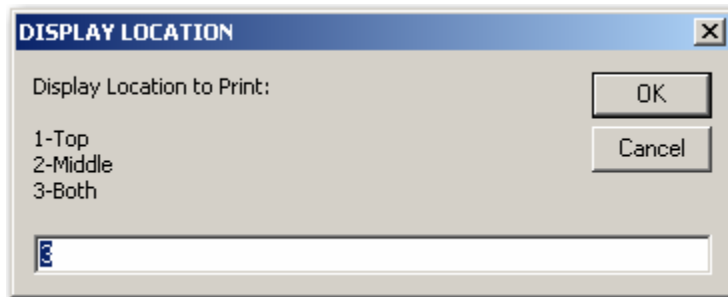
☐ Include Inactive Students

* Click on a column heading in the Tables or Fields list to sort by the column. Click the column heading again to sort descending. For Fields - click a third time to sort by the sequence (default).

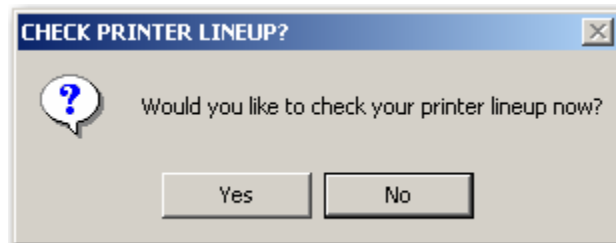
Buttons: NEW, RUN, REPORT, LABELS, LETTERS, LETTER EDITOR, ENVELOPE, TO FILE, CHANGE, SAVE, LOAD, STARTUP, RESET, TABLES, EXIT

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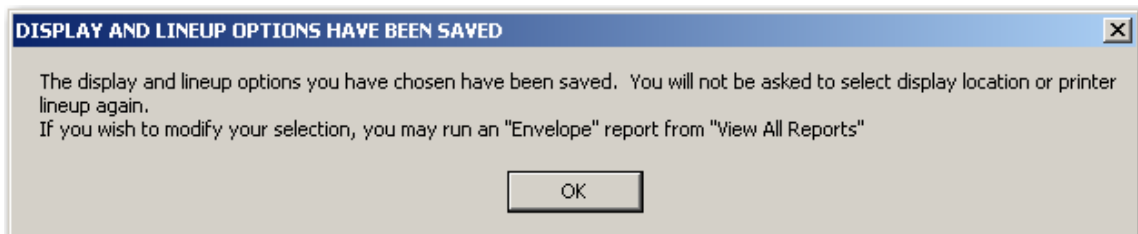
The following will display. Select the location that the envelopes will be placed in the printer tray. Click the mouse on the **OK** button.



The following message will display to check the printer line up. If you have not printed envelopes before click **Yes**.



After the print preview is closed you will receive the following message. The setup options selected will be the default options for all envelopes.



SAVE QUERY STATEMENTS Once you have created a query statement, you can save the query and access this query for later use.

To save a query, click the mouse on the **SAVE** button. The following text box will display.

Type a descriptive name for the query in the text box, for example, **Labels – One per family or Export – PTA**. This will help to assist you find certain queries alphabetically. Click the **OK** button to save your **Query**.



REMEMBER: When you save a report query, the query name saved will print on the heading of your report.

LOADING SAVED QUERIES

To **LOAD** a saved **Query** statement, click the **LOAD** button on the **QUERY** form

The following form will display. The saved queries can be displayed by the name of the **Query** or by the **Author's** name.

Query Name	Query Statement	Delete
Addresses by telephone	LIST STU SN FN TL LN AD BY TL	Delete
JERRY D. LLOYD		
change att date	CHANGE STU ATT ATT.DY TO 11/06/2000 IF ATT.DT = 9/05/2000	Delete
Lori Weatherbie	AND ATT.CD = E AND STU.TR = A	
change emer	LIST STU FN MN BD AD TL	Delete
Jerry D. Lloyd		
Citizenship Letter	LIST STU FN PG AD CY ZC SX IF U1 = R	Delete
Jerry D. Lloyd		
Labels to GATE Parents administrator	LIST STU "To the Parents/Guardian of:" \ NM \ AD \ CY ST ZC IF U4 = G	Delete
update info	LIST STU LN FN GR AD TL FK	Delete
demo		
update query		Delete
demo		

If many **Query** statements have been saved you may want to **Sort By Author's** name to have all personal Queries listed together. To select the **Query** and run it, click the **Gray box** to the left of the **Query** title. Click the **OK** button at the top of the box.

Query Name	Query Statement	Delete
Labels to GATE Parents administrator	LIST STU "To the Parents/Guardian of:" \ NM \ AD \ CY ST ZC IF U4 = G	Delete
Listing of Females by Grade	LIST STU SN LN FN MN ID SX GR BY GR IF SX = F	Delete
Listing of Males by Grade	LIST STU SN LN FN MN ID SX GR BY GR IF SX = M	Delete

The **Query** statement will now display on the main **Query** form and can be generated by clicking the mouse on **RUN**.

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LIST STU SN LN FN MN ID SX GR BY GR IF SX = F

NEW
RUN
REPORT
LABELS
LETTERS
LETTER EDITOR
ENVELOPE

Enter command

COMMANDS		TABLES		FIELDS		SPECIAL	
		TBL	Table Name	FLD	Field Name	?	Description
LIST	Display output						
TOTAL	Display totals						
SKIP	Bypass records						
KEEP	Select rcds						
CHANGE	Change data						

Sort
BY Sorted by

The following is a list of helpful **Query** statements:

Parents who have a different last name than the student

LIST STU NM GR PG IF PG ; LN

Search for an address with a certain street name

LIST STU NM PG AD IF AD : “(Type in the street name you are searching for between the quotes)”

CBEDS - to find Students who have a missing or invalid Ethnic Code

LIST STU SN LN FN EC GR SX BY EC

Search for a parent name different than a student's last name

LIST STU LN FN PG IF PG : “(Type the Last Name of the Parent you are searching for between the quotes)”

List a total number of students by Ethnic Code and by Sex

TOTAL STU EC SX BY EC SX

Class list by teacher and by sex

LIST STU TCH STU.SN STU.LN STU.FN STU.GR STU.SX TCH.TE BY TCH.TE STU.SX

Students excluded from mailings (example is a user field containing a code in Student Data, such as, U4)

LIST STU SN LN FN TL PG U4 IF U4 # " "

Students with a health concern

LIST STU MED STU.SN STU.LN STU.FN MED.CD MED.CO IF MED.CD # " "

Class Directory by Teacher

LIST STU TCH STU.NM STU.AD STU.CY STU.ZC STU.TL STU.PG TCH.TE BY TCH.TE

Labels by grade and grid code

LIST STU FN LN \ AD \ CY ST ZC BY GR GC

Listing of gate students (if flagged in user field such as U7 field)

LIST STU SN LN FN SX GR U7 IF U7 = G

Search for students with missing health immunizations

LIST STU IMM STU.SN STU.LN STU.FN STU.GR IF IMM.P1 = NULL

**SKIP OR
KEEP
COMMANDS**

The **SKIP** and **KEEP** commands are used to create temporary tables that will only contain certain “groups” of data such as a particular grade.

For example, a **QUERY** using **SKIP** to “NOT include” students in grades 4 and 5 would be:

SKIP STU IF GR > 3

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SKIP STU IF GR > 3

Enter AND or OR to start another condition, or RUN query

COMMANDS		TABLES		FIELDS		SPECIAL	
		TBL	Table Name	FLD	Field Name	?	Description
LIST	Display output	STU	Student Data	SN	Student#		
TOTAL	Display totals	CHI	Crs History Institutions	LN	Last Name		
SKIP	Bypass records	LKR	Lockers	FN	First Name		
KEEP	Select rcds	ADS	Assertive Discipline	MN	Middle Name		
CHANGE	Change data	ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		

* Click on a column heading in the Tables or Fields list to sort by the column. Click the

NEW
RUN
REPORT
LABELS
LETTERS
LETTER EDITOR
ENVELOPE
TO FILE
CHANGE
SAVE

This will allow you to run queries and access student data for students who are currently in grades less than grade 4.

**THE SKIP
COMMAND**

Using the **SKIP** command, the query or student data will not access the students selected. In the query option type:

SKIP STU IF GR > 3

Click the mouse on the **RUN** button.

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SKIP STU IF GR > 3

Enter AND or OR to start another condition, or RUN query

COMMANDS		TABLES		FIELDS		SPECIAL	
		TBL	Table Name	FLD	Field Name	?	Description
LIST	Display output	STU	Student Data	SN	Student#		
TOTAL	Display totals	CHI	Crs History Institutions	LN	Last Name		
SKIP	Bypass records	LKR	Lockers	FN	First Name		
KEEP	Select rcds	ADS	Assertive Discipline	MN	Middle Name		
CHANGE	Change data	ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		

* Click on a column heading in the Tables or Fields list to sort by the column. Click the

NEW
RUN
REPORT
LABELS
LETTERS
LETTER EDITOR
ENVELOPE
TO FILE
CHANGE
SAVE

The following form will display. Click the mouse on the scroll bar and hold the button down. Drag the **scroll bar** to the bottom of the form. The grades will only display up to grade 3.

Query : Select Query									
Student#	Last Name	First Name	Middle Name	ID#	Sex	Grade	Birthdate	Parent/guardian	Mailing
1	Aadasian	Ruben	Preston	233053317	M	1	12/23/2000	M/M A Aadasia	5514 Su
739	Abbott	Allan		125634418	M	2	2/11/2000	M/M A Abbott	7568 Me
5	Aguilar	Stephanie	Christina	233053240	F	3	7/8/1998	M/M A Aguilar	33512 Li
8	Albarran	Shane	Isela	1958696980	F	0	4/2/2001	M/M A Albarran	5519 Cis
9	Albarran Jr	David	Ferros	1958696981	F	0	11/10/2000	M/M A Albarran	5519 Cis
11	Albright	Jerod	Charlie	233053252	M	2	9/28/1999	M/M A Albright	5514 Su
13	Alfaro	Joshua	Robert	233053256	M	0	11/1/2001	M/M A Alfaro	2230 Ro
15	Allen	Sherry	Amber	233053258	F	3	3/23/1998	M/M A Allen	33715 3
20	Alvarez	Lauren	Evelyn	233053271	F	2	6/26/1999	M/M A Alvarez	3338 E f
21	Alvarez	Tiffany	Alexandra	233053269	F	1	6/17/2000	M/M A Alvarez	33655 T
22	Amaya	Monique	Jennifer	233053274	F	2	4/20/1999	M/M A Amaya	4445 Do
23	Amaya	Timothy	Hayden	1958696991	M	0	3/28/2001	M/M A Amaya	33933 D
26	Anacostes	Lorena	Ellen	233053277	F	0	3/13/2001	M/M A Anacost	4444 Pe
27	Anagnostis	Mark	Michael	233053278	M	2	5/24/1999	M/M A Anagnos	4443 E f
31	Anguiano	Tanya	Rocio	233053283	F	2	3/8/1999	M/M A Anguan	33653 B
32	Aparicio	Katharine	Fanny	233053286	F	1	1/12/2000	M/M A Aparicio	33552 P
33	Aquino	Joshua	Forrest	1958697001	M	0	10/23/2001	M/M A Aquino	33907 H
34	Aragones	Maryrose	Kelly	233053289	F	1	11/13/2000	M/M A Aragone	33423 O
35	Arce	Andrea	Brittany	233053291	F	3	3/26/1998	M/M A Arce	33246 C
37	Arevalo	David	Jonathan	233053294	M	2	6/26/1999	M/M A Arevalo	33050 2
38	Argueta	Craig	Carlos	233053295	M	3	12/28/1997	M/M A Argueta	33058 V
41	Armenta	Rayssa	Vannessa	233053297	F	0	11/10/2001	M/M A Armenta	2252 Fa

Record: 1 of 481

Close this screen by clicking the “X” in the upper right-hand corner of the result window. The **QUERY** form will now display. In the bottom of the form “**Records Are Being Skipped**” will display.

()	< Less than : Contains : Not contain	MHS RET Retentions SAP Student Assess Perf SCS STAR Cluster Scores	ZC ZX TL FW	Zip code Extn Home Phone Fathers work	to sort descending. For Fields - click a third time to sort by the sequence (default).	LOAD STARTUP RESET TABLES EXIT
Math ((Start Math)) Stop Math (Open Parenth) Close Parenth		+ Add - Sub * Mult / Div		0 SKIP STU IF GR > 3		
<input type="checkbox"/> Include Inactive Students		RECORDS ARE BEING SKIPPED				

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Any further queries or access to student data will skip all grades greater than grade 3.

**RUN QUERY
USING SKIP**

To give you an example of how a **SKIP** statement works, now type the following query statement: **LIST STU SN LN FN GR BY GR**. Click the mouse on the **RUN** button.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU SN LN FN GR BY GR

Enter more field code(s) to sort by, or IF, or RUN query

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		
		MED	Medical Data	ST	State		
		MHS	Medical History	ZC	Zip code		
		RET	Retentions	ZX	Extn		
		SAP	Student Assess Perf	TL	Home Phone		
		SCS	STAR Cluster Scores	FW	Fathers work		

IF

OR

AND

(

)

COMPARISON

= Equals

Not equal

> Greater

< Less than

: Contains

: Not contain

Math

((Start Math

)) Stop Math

(Open Parenth

) Close Parenth

+ Add

- Sub

* Mult

/ Div

0 SKIP STU IF GR > 3

☐ Include Inactive Students **RECORDS ARE BEING SKIPPED**

Copyright 2007 Eagle Software

Click the mouse on the **scroll bar** and drag the scroll bar to the bottom of the form. The highest grade to be displayed will be students in grade 3. Close this screen by clicking the "X" in the result window right-hand corner.

Student#	Last Name	First Name	Grade
680	Uceda	Kimberly	3
684	Valadez	Pouria	3
702	Ware	Christy	3
712	Webberley	Celeste	3
714	Weber	Alixis	3
718	Weger	Michelle	3
719	White	Cristina	3
720	White	Megan	3
723	Wilkins	Brendan	3
728	Wilson	Demitria	3
729	Wilson	Paul	3
730	Wolf	Monica	3

Record: 1 of 475

RESET SKIP When you are finished running queries and/or reports, **you must RESET query** by clicking the **RESET** button in the lower right corner of the form.

The screenshot shows a software interface with various fields and buttons. A red box highlights the 'RESET' button in the bottom right corner. An arrow points from the text 'you must RESET query' to this button. Other visible elements include a 'STARTUP' button, a 'RESET' button, a 'TABLES' button, an 'EXIT' button, and a status bar at the bottom that says 'RECORDS ARE BEING SKIPPED'.

After clicking the mouse on **RESET** the message “**Records Are Being Skipped**” will no longer display. Any further queries or data accessed will include all students.



NOTE:

If you do not perform reset, the only data accessible will be the data entered in the **SKIP** command.

THE KEEP COMMAND

The **KEEP** command will give access to only the students selected. In the query option type **KEEP STU IF SX = F** and click the mouse on the **RUN** button.

The screenshot shows the 'Eagle Software's Query Language' window. The query 'KEEP STU IF SX = F' is entered in the top text field. The 'RUN' button is highlighted with a red box. Below the query field, there are several panels: 'COMMANDS', 'TABLES', 'FIELDS', and 'SPECIAL'. The 'TABLES' panel lists various data tables like 'STU', 'CHI', 'LKR', etc. The 'FIELDS' panel lists fields like 'SN', 'LN', 'FN', etc. The 'SPECIAL' panel lists special characters like '?', '\', 'NM', etc. On the right side, there are buttons for 'NEW', 'RUN', 'REPORT', 'LABELS', 'LETTERS', 'LETTER EDITOR', 'ENVELOPE', 'TO FILE', 'CHANGE', 'SAVE', 'LOAD', 'STARTUP', 'RESET', 'TABLES', and 'EXIT'. A status bar at the bottom says 'Copyright 2007 Eagle Software'.

Click the mouse on the **scroll bar** and drag the scroll bar to the bottom of the form. The only students to be displayed are female. Close this screen by clicking the lower “X” in the upper right corner of the result window.

Query : Select Query										
Student#	Last Name	First Name	Middle Name	ID#	Sex	Grade	Birthdate	Parent/guardian	Mailin	
4	Aguilar	LaTonya	Stephanie	233053243	F	4	10/13/1997	M/M A. Aguilar	5538	
5	Aguilar	Stephanie	Christina	233053240	F	3	7/8/1998	M/M A. Aguilar	3351	
6	Aguinaga	Valeria	Brandi	233053247	F	6	4/24/1995	M/M A. Aguinag	3337	
8	Albarran	Shane	Isela	1958696980	F	0	4/2/2001	M/M A. Albarran	5519	
9	Albarran Jr	David	Ferros	1958696981	F	0	11/10/2000	M/M A. Albarran	5519	
14	Allen	Alice	Francis	233053257	F	6	10/8/1995	M/M A. Allen	3371	
15	Allen	Sherry	Amber	233053258	F	3	3/23/1998	M/M A. Allen	3371	
16	Almaguer	Dominique	Priscilla	233053260	F	5	8/10/1996	M/M A. Almague	4451	
18	Alvarez	Haggitt	Briana	233053270	F	4	2/8/1997	M/M A. Alvarez	2254	
19	Alvarez	Jasmine	Laura	233053263	F	5	8/12/1996	M/M A. Alvarez	3338	
20	Alvarez	Lauren	Evelyn	233053271	F	2	6/26/1999	M/M A. Alvarez	3338	
21	Alvarez	Tiffany	Alexandra	233053269	F	1	6/17/2000	M/M A. Alvarez	3365	
22	Amaya	Monique	Jennifer	233053274	F	2	4/20/1999	M/M A. Amaya	4445	
25	Amos	Jeannet	Eliza	233053276	F	6	12/5/1994	M/M A. Amos	3371	
26	Anacostes	Lorena	Ellen	233053277	F	0	3/13/2001	M/M A. Anacost	4444	
29	Angelo	Ana	Jamie	233053513	F	6	1/4/1995	M/M A. Angelo	3300	
30	Anguiano	Layla	Jeanette	233053282	F	4	8/6/1995	M/M A. Anguian	4443	
31	Anguiano	Tanya	Rocio	233053283	F	2	3/8/1999	M/M A. Anguian	3365	
32	Aparicio	Katharine	Fanny	233053286	F	1	1/12/2000	M/M A. Aparicio	3355	
34	Aragones	Maryrose	Kelly	233053289	F	1	11/13/2000	M/M A. Aragone	3342	
35	Arce	Andrea	Brittany	233053291	F	3	3/26/1998	M/M A. Arce	3324	
36	Arellano	Francynn	Tina	233053292	F	5	1/4/1996	M/M A. Arellano	2229	
41	Armenta	Rayssa	Vannessa	233053297	F	0	11/10/2001	M/M A. Armenta	2252	
42	Armenta	September	Yesenia	233053298	F	1	9/28/2000	M/M A. Armenta	2252	
43	Arnold	Kandace	Lorilyn	233053300	F	3	7/26/1998	M/M A. Arnold	3382	
44	Arreola	Nicole	Dalila	233053301	F	1	5/24/2000	M/M A. Arreola	3310	

Record: 1 of 378

The **QUERY** form will now display. In the bottom of the form “Records Are Being Skipped” will display.

()	< Less than : Contains : Not contain	MHS Medical History RET Retentions SAP Student Assess Perf SCS STAR Cluster Scores	ZC Zip code ZX Extn TL Home Phone FW Fathers work	to sort descending. For Fields - click a third time to sort by the sequence (default).	LOAD STARTUP RESET TABLES EXIT
Math ((Start Math)) Stop Math (Open Parenth) Close Parenth + Add - Sub * Mult / Div		0 KEEP STU IF SX = F			Undo Last Keep/Skip
<input type="checkbox"/> Include Inactive Students		RECORDS ARE BEING SKIPPED			Copyright 2007 Eagle Software

Any further queries or student data accessed will only be for female students.

ACCESSING DATA USING KEEP

To give you an example of how a **KEEP** statement can also work when accessing data, click the mouse on the **EXIT** button.

The screenshot shows a data entry form with various fields and buttons. A red banner at the bottom reads "RECORDS ARE BEING SKIPPED". The "EXIT" button is highlighted with a red box and an arrow pointing to it from the text above.

(<	Less than	MHS	Medical History	ZC	Zip code	to sort descending. For Fields - click a third time to sort by the sequence (default).	LOAD
:	:	Contains	RET	Retentions	ZX	Extn		STARTUP
:	:	Not contain	SAP	Student Assess Perf	TL	Home Phone		RESET
:	:		SCS	STAR Cluster Scores	FW	Fathers work		TABLES

Math

((Start Math	+	Add
))	Stop Math	-	Sub
(Open Parenth	*	Mult
)	Close Parenth	/	Div

0 KEEP STU IF SX = F

Undo Last Keep/Skip

EXIT

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The **Control Panel** will display. Notice the message, **RECORDS ARE BEING SKIPPED** displays at the bottom of the form.

The screenshot shows the Aeries Control Panel with a blue background. A red banner at the bottom reads "RECORDS ARE BEING SKIPPED". The "Student Data" button is highlighted with a red box and an arrow pointing to it from the text above.

AERIES - Current Database is C:\Eagle\SCH07990.MDB

2007-2008 Golden Eagle Elementary School 9/14/2007

1 - School Options	2 - School Calendar	3 - Teachers	4 - Student Data
5 - Class Attendance	6 - Attendance Cycle	7 - Miscellaneous	8 - QUERY

Reset Change Year or School

View all forms View all Reports Exit Aeries

aeriesTM Version 10.0831 - August 2007

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Click the mouse on the **Student Data** button.

The **Student Data** form will display and in the middle of the form, **RECORDS ARE BEING SKIPPED** will display.

Students 2007-2008 Golden Eagle Elementary School 10/11/2007

Basic Student Data Other Student Data

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Birthdate	Age
000002	Aadasian	Alexandria	P	233053317	F	3	12/23/1999	7

Parent/guardian: M/M A Aadasian Area/Telephone: (777) 555-0214 Fathers Work: Extn: Mothers Work: Extn: Name/Addr Ver: 09/02/2005

Mailing Address: 5514 Sunburst Dr City: Eagle Rock State: CA Zipcode/Extn: 99999 GridCd: 0033A Interdist Transfer / District: [Dropdown]

Residence Address: [Fields] City: [Field] State: [Field] Zipcode/Extn: [Field] Schl Enter Dt: 04/20/2004 Dist Enter Dt: [Field] Leave Date: [Field] Tag: [Field]

Teacher Number/Name: 1 Aldrich Room: 1 LastSchl: 0 NextSchl: 0 NextGrd: 4 NextTch: 0

CorrLng: 00 Hm Lng: 00 LangFlu: [Dropdown] Prog: S AttPgm1: [Dropdown] AttPgm2: [Dropdown] EthCd: 700 SchedGrp: Multi Rcd Rel ParEd: [Dropdown]

User1: [Dropdown] User2: [Dropdown] User3: [Dropdown] User4: [Dropdown] User5: [Dropdown] User6: [Dropdown] User7: [Dropdown] User8: [Dropdown] User9: [Dropdown] User10: [Dropdown] Msg: [Dropdown] Family#: 16 S:M:D:M: 0:0:0

RECORDS ARE BEING SKIPPED Check Status: [Dropdown] Show Inactives: [Dropdown]

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts V Quick Con
7 Tests 8 Fees 9 Assessment 0 Counseling E SpecEd H Lang I Interventions S Programs

I GATE Q DST Info 000004 Show Adj

LOCATE UPDATE OTHER
Backward Get Forward Add Change Delete UpdATT Print eXit Reports

Click the mouse on the **Forward** button and **ONLY** female students will display.

RESET KEEP When you are finished, click the mouse on the **Exit** button. **You must RESET query** by clicking the **RESET** button in the lower left corner of the **Control Panel**.

RECORDS ARE BEING SKIPPED Reset Change Year or School

aeriesTM Version 10.0831 - August 2007

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View all forms View all Reports Exit Aeries

Eagle Software's Update Page

The “**Records Are Being Skipped**” will no longer display. Any further queries or accessing data will now include all students.



NOTE:

If **Reset** is not performed the only data accessible will be the data entered in the **KEEP** command.

CREATING AN ASCII FILE To create an ASCII file, a query statement can be generated and the file can be copied to your C: drive or to a floppy disc on you're A: drive.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU SN LN FN PG AD CY ST ZC U4 IF U4 # " "

Enter AND or OR to start another condition, or RUN query

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		
		MED	Medical Data	ST	State		
		MHS	Medical History	ZC	Zip code		
		RET	Retentions	ZX	Extn		
		SAP	Student Assess Perf	TL	Home Phone		
		SCS	STAR Cluster Scores	FW	Fathers work		
		SPP	Student Program Partici	FX	Extn		
		SSD	Secondary Student Data	MW	Mothers work		
		SUP	Supplemental	MX	Extn		
		TST	Testing Data	T1	Test1		
		ICH	Teachers	T2	Test2		

Sort: BY Sorted by

IF: IF, OR, AND, (,)

COMPARISON: = Equals, # Not equal, > Greater, < Less than, : Contains, : Not contain

Math: ((Start Math,)) Stop Math, (Open Parenth,) Close Parenth, + Add, - Sub, * Mult, / Div

☐ Include Inactive Students

Buttons: NEW, RUN, REPORT, LABELS, LETTERS, LETTER EDITOR, ENVELOPE, TO FILE, CHANGE, SAVE, LOAD, STARTUP, RESET, TABLES, EXIT

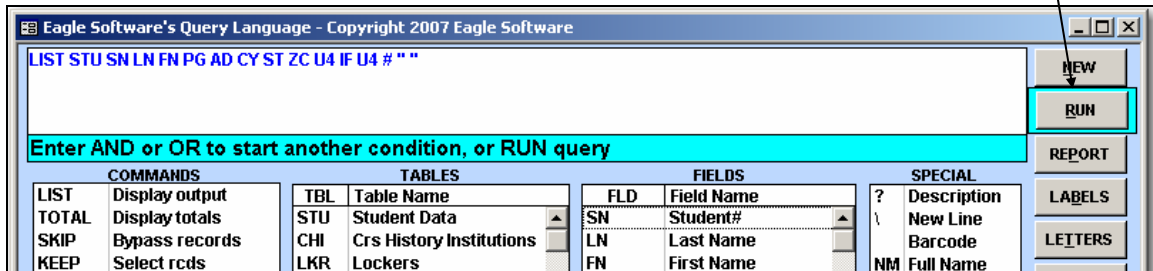
* Click on a column heading in the Tables or Fields list to sort by the column. Click the column heading again to sort descending. For Fields - click a third time to sort by the sequence (default).

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Type a **LIST** query statement in the query text box. Certain criteria can be utilized for specific needs.

The query above is utilizing the user field **U4**, which could be used, for example, to flag students that are excluded from all mailings or contacts. This query will only select students that are flagged in the **STU** table for exclusions.

Once the query has been entered, click the mouse on the **RUN** button.



Verify the query statement has the correct data selected and that only students were captured for the criteria utilized. For example, the **U4** field for mail exclusion.



Student#	Last Name	First Name	Parent/guardian	Mailing Address	City	State	Zip code	User4
1	Aadasian	Robert	M/M A.Aadasia	5514 N Sunburs	Eagle Rock	CA	99999	G
8	Albarran	Shane	M/M A. Albarran	5519 Cisero Dr	Eagle Point	CA	99998	G
26	Anacostes	Lorena	M/M A. Anacost	4444 Penderdor	Eagle Point	CA	99998	G
43	Arnold	Kandace	M/M A. Arnold	33821 Joshua C	Eagle Point	CA	99998	G
62	Bandalaria	Kelcie	M/M B. Bandala	33858 Apache L	Eagle Point	CA	99998	N
87	Botello	Trentorian	M/M B. Botello	33300 300th St	Eagle Rock	CA	99999	G
111	Cameron	Sandra	M/M C. Cameror	33936 Baltic St	Eagle Point	CA	99998	G
113	Cardenas	Jessica	M/M C. Cardena	3348 Rosemary	Eagle Point	CA	99998	N
114	Cardenas	Noelle	M/M C. Cardena	3348 Rosemary	Eagle Point	CA	99998	N
155	Crowe	Breanna	M/M C. Crowe	2246 Rosemary	Eagle Point	CA	99998	G
163	Currier	Arlene	M/M C. Currier	33818 Pinetree	Eagle Point	CA	99998	N
175	Deremer	David	M/M D. Deremer	3324 Running S	Eagle Rock	CA	99999	G
187	Dueitt	Renee	M/M D. Dueitt	3343 Jupiter St	Eagle Point	CA	99998	N
191	Edmondson	Nicholas	M/M E. Edmond	33650 Lillyvale	Eagle Rock	CA	99999	G
207	Fielding	Troy	M/M F. Fielding	5555 Essex Dr	Eagle Rock	CA	99999	G
225	Franco	Jackeline	M/M F. Franco	2215 E Roaring	Eagle Point	CA	99998	G
243	Giron	Rachel	M/M G. Giron	33418 Olalaberr	Eagle Point	CA	99998	G
246	Goff	Saul	M/M G. Goff	3315 Seagrass	Eagle Rock	CA	99999	G
262	Groves	Tiffany	M/M G. Groves	3317 Clyde Ave	Eagle Point	CA	99998	G
263	Guerrero	Felicia	M/M G. Guerrerc	3304 Running S	Eagle Point	CA	99998	G
264	Guerrero	Katherine	M/M G. Guerrerc	3304 Running S	Eagle Point	CA	99998	G
265	Guidry	Carrie-Allen	M/M G. Guidry	4435 Oregon Av	Eagle Rock	CA	99999	G
302	Hobson	Kristin	M/M H. Hobson	33915 James P	Eagle Point	CA	99998	N
305	Hubbard	Eduardo	M/M H. Hubbard	33950 Sailing V	Eagle Rock	CA	99999	G
337	Kemp	Andrew	M/M K. Kemp	33916 James P	Eagle Rock	CA	99999	G
362	Lawrence	Kristy	M/M L. Lawrenc	33835 Tilanzia C	Eagle Point	CA	99998	G

Once the data is verified, close this form by clicking "X" in the upper right-hand corner of the result window.

After the query has been generated click the mouse on the **TO FILE** button.

The following form will display and will allow you to create two different types of files. A comma delimited or tab delimited. A comma delimited file will contain a comma between each of the fields selected in the query.

A tab delimited file will contain a tab spacing between each of the fields selected in the query.



NOTE:

It is important that the type of field be determined prior to creating this file especially if you are creating this file for an outside vendor.

The default for the type of file is pre-set to **Comma Delimited**. To change the type to a tab delimited file, click the mouse on the **Tab Delimited** button.

To include the field name headings in the file, click the mouse on the **Yes** button.

The default for the output path will be **A: .** If the path is different, type the drive letter and a colon, for example, **C: .** In the **Name of output text file:** type the text file name and **.TXT** extension.

Click the mouse on the **Create** button. A message will display when the file has been created.

USING CHANGE BUTTON

The **Change** button can be utilized to make major changes to student data. For example, a certain zip code changed for a certain street.

Type a **LIST** query statement in the query text box. Click the mouse on the **Run** button. Return to the **Query** form. Click the mouse on the **Change** button.

Eagle Software's Query Language - Copyright 2007 Eagle Software

LIST STU SN LN FN AD ZC BY AD IF ZC = 99999

Enter another field code, or type a value to compare to ZC

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		
		MED	Medical Data	ST	State		
		MHS	Medical History	ZC	Zip code		
		RET	Retentions	ZX	Extn		
		SAP	Student Assess Perf	TL	Home Phone		
		SCS	STAR Cluster Scores	FW	Fathers work		
		SPP	Student Program Partici	FX	Extn		
		SSD	Secondary Student Data	MW	Mothers work		
		SUP	Supplemental	MX	Extn		
		TST	Testing Data	T1	Test1		
		TCH	Teachers	T2	Test2		

IF **COMPARISON**

IF	=	Equals
OR	#	Not equal
AND	>	Greater
(<	Less than
)	:	Contains
	;	Not contain

Math

((Start Math	+	Add
)) Stop Math	-	Sub
(Open Parenth	*	Mult
) Close Parenth	/	Div

☐ Include Inactive Students

* Click on a column heading in the Tables or Fields list to sort by the column. Click the column heading again to sort descending. For Fields - click a third time to sort by the sequence (default).

NEW
RUN
REPORT
LABELS
LETTERS
LETTER EDITOR
ENVELOPE
TO FILE
CHANGE
SAVE
LOAD
STARTUP
RESET
TABLES
EXIT

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The following form will display with the fields selected in the query. The data can be changed within each one of these fields.

Student#	Last Name	First Name	Mailing Address	Zip code
17	Alvarez	David	2200 Farview Ave	99999
298	Hinojos	Allan	2202 Estrella Ct	99999
292	Hidalgo	Robert	2203 Marlen Ave	99999
66	Bardales	Coby	2208 E Brook Ln	99999
162	Curran	Devin	2208 Rosemary Lane	99999
173	Delgado	Jefferson	2211 Running Spring Rd	99999
183	Dilts	Jaime	2212 Rosemary Lane	99999
184	Dilts	Kyle	2212 Rosemary Lane	99999
139	Clemons	Michael	2214 Moonbeam Ct	99999
284	Hernandez	Aundrey	2215 Ash Tree Ave	99999
533	Quintero	Angel	2215 Rollings Way	99999
314	Jackson	Alexander	2216 Jupiter Dr	99999
620	Silva	Jack	2220 E Rippling Brook Ln	99999
169	Dawson	Marvin	2221 Sky Crest Road	99999
170	Dawson	Zebadiah	2221 Sky Crest Road	99999
91	Broughton	Frank	2222 Rollings Way	99999
307	Hudson	De'antae	2223 Oakcrest St	99999
128	Castillo	Keshawn	2226 E Brook Ln	99999
12	Alcazar	Damien	2230 Rollings Way	99999
13	Alfaro	Joshua	2230 Rollings Way	99999
193	Ellis	Miles	2230 Rose Petal Dr	99999
454	Montgomery	Darin	2234 Jupiter St	99999
88	Bowens	Joseph	2234 Rollings Way	99999

Record: 1 of 358

Click on field headings to change TAB stops. EXIT

To change the fields to **DISPLAY** only, click the mouse on the field headings. The **TAB** stop will now bypass these fields. For example, **First Name, Last Name and Address** will be used for verification. After all tab stops are set the columns change to navy blue.

Student#	Last Name	First Name	Mailing Address	Zip code
17	Alvarez	David	2200 Farview Ave	99999
298	Hinojos	Allan	2202 Estrella Ct	99999
292	Hidalgo	Robert	2203 Marlen Ave	99999
66	Bardales	Coby	2208 E Brook Ln	99999
162	Curran	Devin	2208 Rosemary Lane	99999
173	Delgado	Jefferson	2211 Running Spring Rd	99999
183	Dilts	Jaime	2212 Rosemary Lane	99999
184	Dilts	Kyle	2212 Rosemary Lane	99999
139	Clemons	Michael	2214 Moonbeam Ct	99999
284	Hernandez	Aundrey	2215 Ash Tree Ave	99999

In this example the only data to be changed is the **Zip Code**. Press **TAB** and the cursor will move through the **Zip Code** field. Type the changes to the data and press **TAB**. After all changes are complete click the mouse on the **EXIT** button.



NOTE:

Data is changed directly to the database so care must be taken.

USING THE CHANGE COMMAND

The **Change** command can be utilized to make massive changes to student data. For example, the following query will **change** the grid code for a specific zip code.

Eagle Software's Query Language - Copyright 2007 Eagle Software

CHANGE STU GC TO 1234 IF ZC = 99999

Enter AND or OR to start another condition, or RUN query

COMMANDS		TABLES		FIELDS		SPECIAL	
		TBL	Table Name	FLD	Field Name	?	Description
LIST	Display output	STU	Student Data	SN	Student#		
TOTAL	Display totals	CHI	Crs History Institutions	LN	Last Name		
SKIP	Bypass records	LKR	Lockers	FN	First Name		
KEEP	Select rcds	ADS	Assertive Discipline	MN	Middle Name		
CHANGE	Change data	ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		
		MED	Medical Data	ST	State		
		MHS	Medical History	ZC	Zip code		
		RET	Retentions	ZX	Extn		
		SAP	Student Assess Perf	TL	Home Phone		
		SCS	STAR Cluster Scores	FW	Fathers work		
		SPP	Student Program Partici	FX	Extn		
		SSD	Secondary Student Data	MW	Mothers work		
		SUP	Supplemental	MX	Extn		
		TST	Testing Data	T1	Test1		
		TCH	Teachers	T2	Test2		

IF OR AND ()

COMPARISON

= Equals
Not equal
> Greater
< Less than
: Contains
: Not contain

Math

((Start Math + Add
) Stop Math - Sub
(Open Parenth * Mult
) Close Parenth / Div

* Click on a column heading in the Tables or Fields list to sort by the column. Click the column heading again to sort descending. For Fields - click a third time to sort by the sequence (default).

NEW
RUN
REPORT
LABELS
LETTERS
LETTER EDITOR
ENVELOPE
TO FILE
CHANGE
SAVE
LOAD
STARTUP
RESET
TABLES
EXIT

Include Inactive Students

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NOTE:

This data is changed directly to the database. So care must be taken when using the Change command.

TOTAL COMMAND

The **Total** command can be utilized to add up a specific series of students to create a running total on the screen. For example, to determine the number of male and female students for each grade type the following **LIST** query.

Eagle Software's Query Language - Copyright 2007 Eagle Software

TOTAL STU SX GR BY SX GR

Enter more field code(s) to sort by, or IF, or RUN query

COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name	?	Description
TOTAL	Display totals	STU	Student Data	SN	Student#	\	New Line
SKIP	Bypass records	CHI	Crs History Institutions	LN	Last Name		Barcode
KEEP	Select rcds	LKR	Lockers	FN	First Name	NM	Full Name
CHANGE	Change data	ADS	Assertive Discipline	MN	Middle Name	MI	Middle Initial
		ATT	Attendance Data	ID	ID#		
		AUT	Authorizations	SX	Sex		
		CNF	Conference	GR	Grade		
		CON	Contacts	BD	Birthdate		
		FEE	Fees and Fines	PG	Parent/guardian		
		IMM	Immunizations	AD	Mailing Address		
		INV	Interventions	CY	City		

IF **COMPARISON**

IF = Equals
OR # Not equal

SORT
REV Reverse Sort

* Click on a column heading in the Tables or Fields list to sort by the column. Click the

Buttons: NEW, RUN, REPORT, LABELS, LETTERS, LETTER EDITOR, ENVELOPE, TO FILE, CHANGE, SAVE

Take note to the **SORT** order selected, **BY SX GR**. These fields **must** be included in the **TOTAL** query statement.

Click the mouse on the **RUN** button. The following calculation will be generated.

Query : Select Query

TOTAL	Sex	Grade
97	F	0
43	F	1
51	F	2
56	F	3
37	F	4
44	F	5
47	F	6
87	M	0
55	M	1
46	M	2
40	M	3
45	M	4
37	M	5
48	M	6

Record: 1 of 14

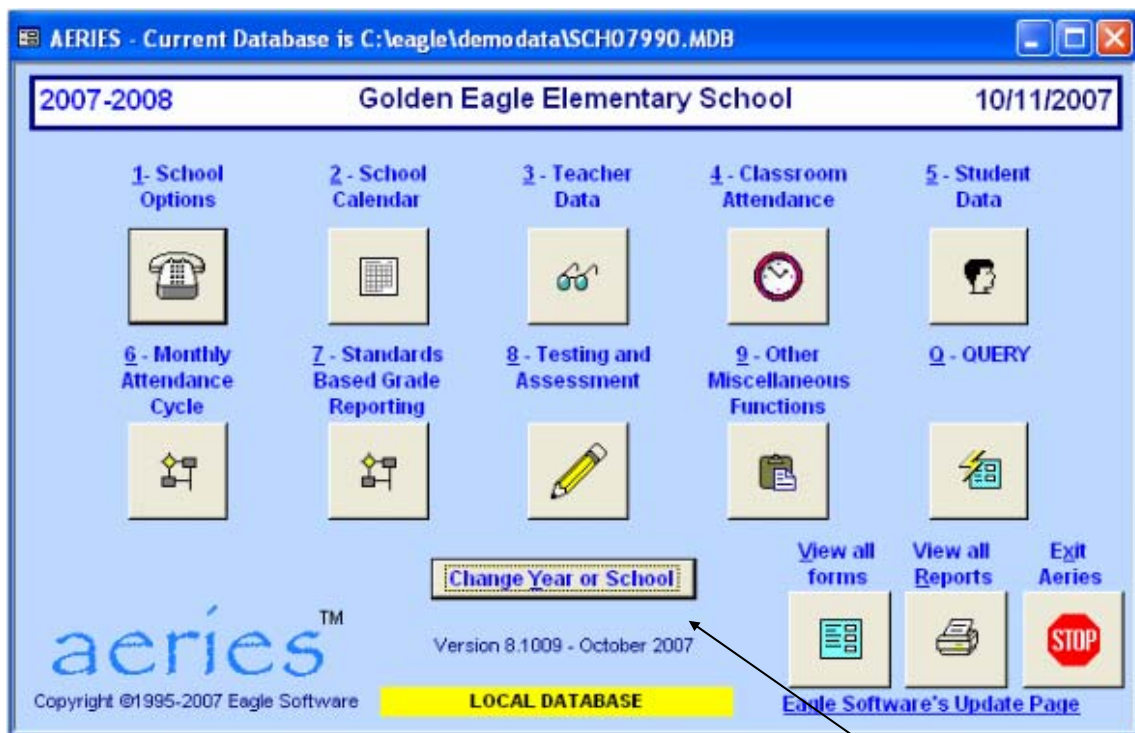
Aeries™ Student Information System

Change Year or School – Elementary User Manual

September 14, 2007

CHANGE YEAR OR SCHOOL

The **Change Year or School** form will allow you to access the different databases that have been created in **Aeries™**. The different databases can hold previous year's data or different schools data.



To access this form, click the mouse on the **Change Year or School** button.

The form will display the database that you are currently accessing and the name of the school site.

welcome to aeries

You are currently accessing this database:
SCH07990.MDB

which contains data for:
Golden Eagle Elementary School

You may view a different school or school year by changing:

School code: **990** ↑ ↓

School year: **2007** - **2008** ↑ ↓

Path to Database: **C:\Eagle** ...

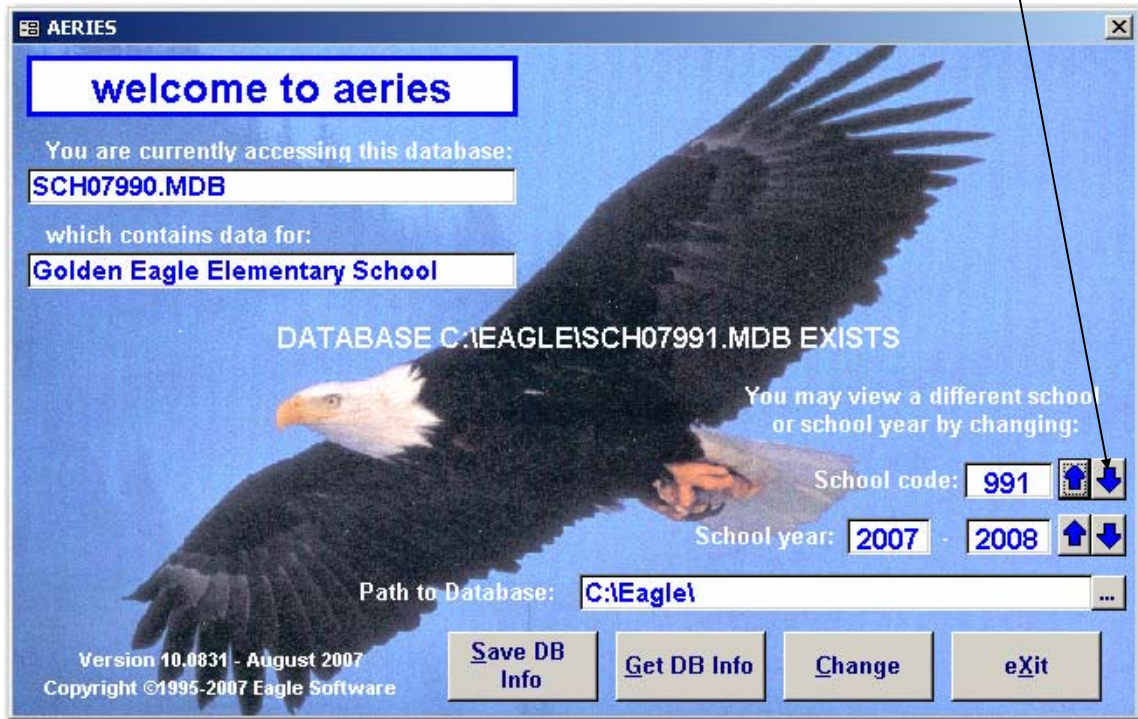
Version 10.0831 - August 2007
Copyright ©1995-2007 Eagle Software

Save DB Info **Get DB Info** **Change** **eXit**

At the bottom of the form the school code, school year and the path to the database will display.

TO CHANGE SCHOOL CODE

To change the school code, click the mouse on the **Up or Down arrow key** to the right of the school code displayed.



If the database exists, a message will display.

EXAMPLE: DATABASE C:\EAGLE\SCH07991.MDB EXISTS

To change to the database displayed, click the mouse on the **Change** button. The following message will display. Click the mouse on the **OK** button.



Once the new database displays, click the mouse on the **Exit Login** button. The **Control Panel** will now display. Verify in the left-hand corner that you are in the school code selected.

**TO CHANGE
SCHOOL
YEAR**

To change to the next or previous school year, click the mouse on the **Up or Down arrow key** to the right of the school year displayed.



If the database exists, a message will display.

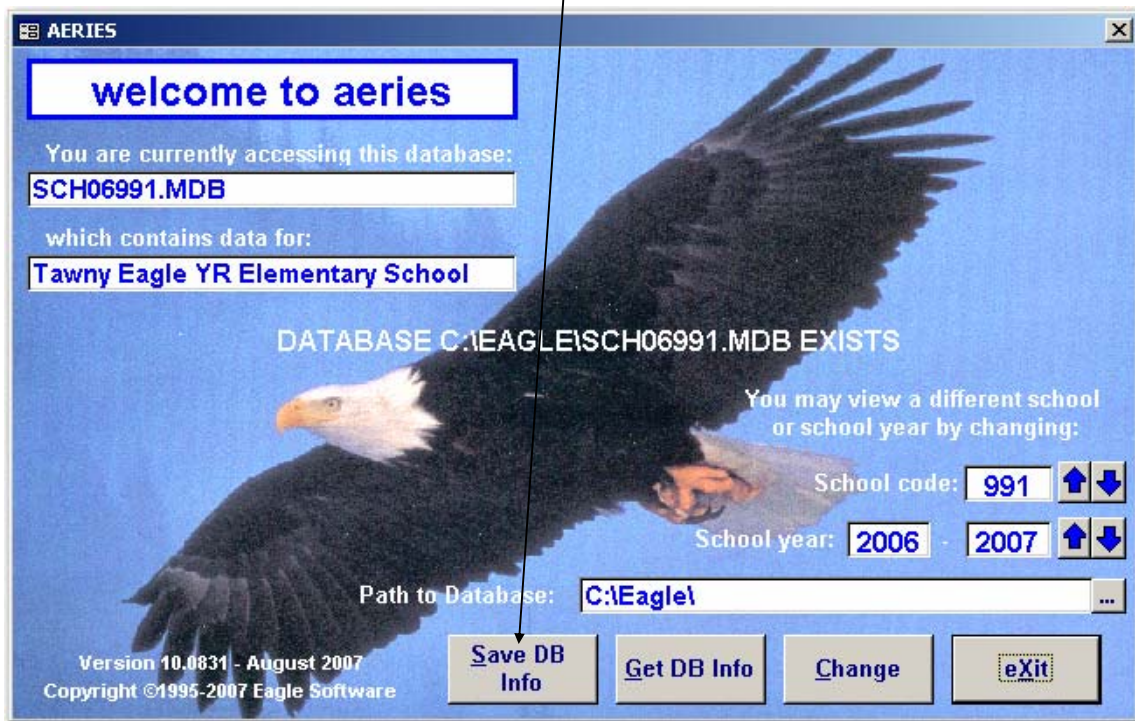
EXAMPLE: DATABASE C:\EAGLE\SCH06991.MDB EXISTS

To change to the database displayed, click the mouse on the **Change** button. The following message will display. Click the mouse on the **OK** button.



Once the new database displays, click the mouse on the **Exit Login** button. The **Control Panel** will now display. Verify in the left-hand corner that you are in the school year selected.

TO SAVE THE DATABASE INFO After you have performed a change and are accessing the database you can save the path to the database.



To save the path, click the mouse on the **Save DB Info** button. The path will now be stored for future access.



REMEMBER: To save the database path, you **MUST** attach to the database first and then perform the Save DB function.

TO GET DATABASE INFO

To access the available databases stored, click the mouse on the **Get DB Info** button. A box will display at the top right hand corner of the form and will display all available databases previously saved.

To load the database path, double click the mouse on the **school** selected. The following message will display.



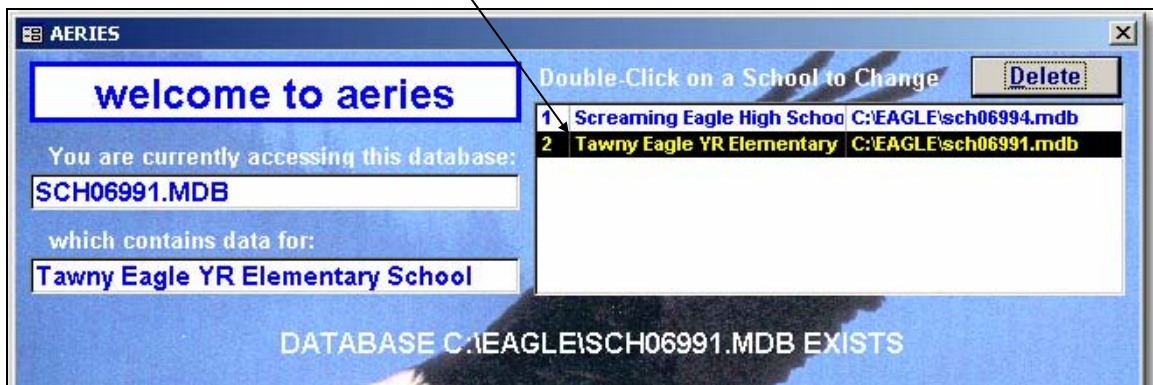
Click the mouse on the **OK** Button. To return to the **Control Panel** click the mouse on the **Exit Login** button.

TO DELETE DATABASE INFO

To delete the databases stored, click the mouse on the Database to be deleted. Click the mouse on the **Delete** button.



The database path will no longer display in the database path box.

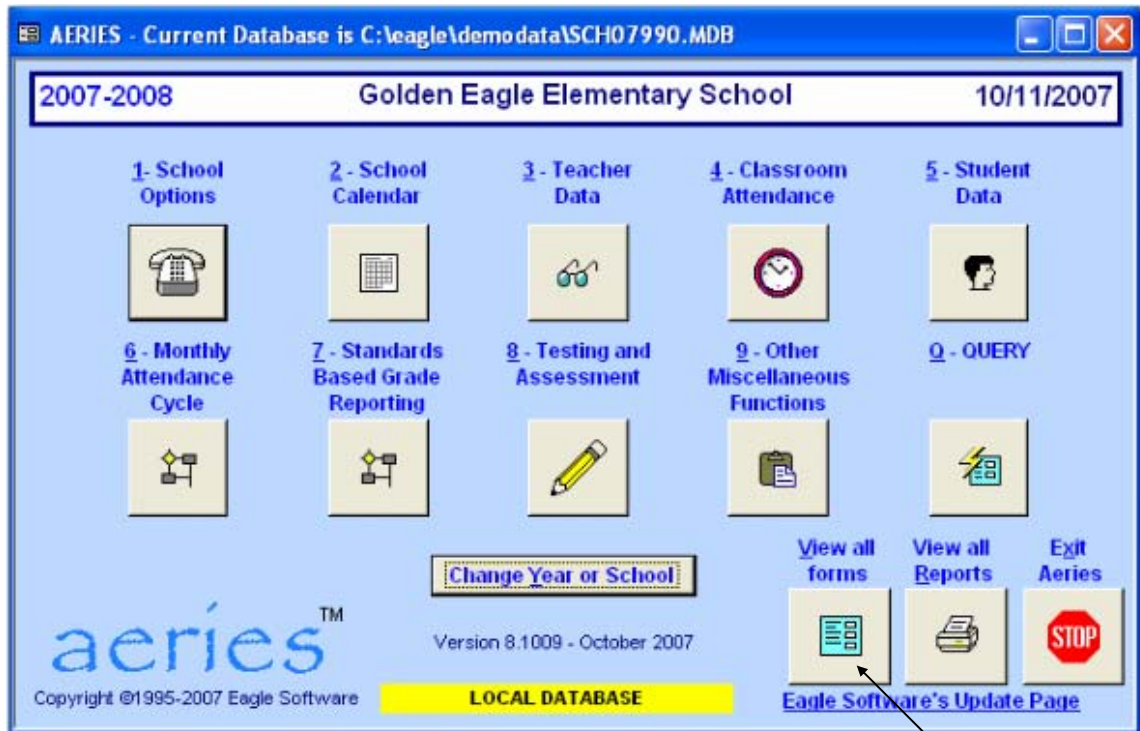




View All Forms – Elementary User Manual

September 14, 2007

The **View All Forms** option will display all available programs in the **Aeries™** database. These programs will include all customized programs as well as the programs available through the **Control Panel**.



To display these programs, click the mouse on the **View All Forms** button

SELECT FORM

The **View All Forms** will display all programs in alphabetical order. At the top of the form the group or table name and a button will display. To display programs that relate to specific tables, click the mouse on the button to the **left** of the table name.

Select form to be loaded. Click on LOAD to load form. Or doubleclick on form to do both. You can also select one group of forms to be displayed.

☒ ALL
 ☐ ATT
 ☐ GRD
 ☐ MST
 ☐ QTH
 ☐ PRG
 ☐ SCH
 ☐ STU
 ☐ IST
 ☐ TXTBK

	Course Display
	Create CASEMIS Student File
	Define Required Fields for Data Entry
	GATE
	School Events
	Students Multi Data Profile
ATT	Absence Re-Admit Slips
ATT	Absence/Tardy Letter Text Editor
ATT	Absence/Tardy Letter Text Editor/CAR
ATT	Absence/Tardy Letters To Parents
ATT	Absence/Tardy Letters To Parents/CAR
ATT	Attendance Notes
ATT	Bell Scheduler
ATT	Block Schedule Calendar
ATT	Calendar
ATT	Classroom Attendance

☐ Add Filter

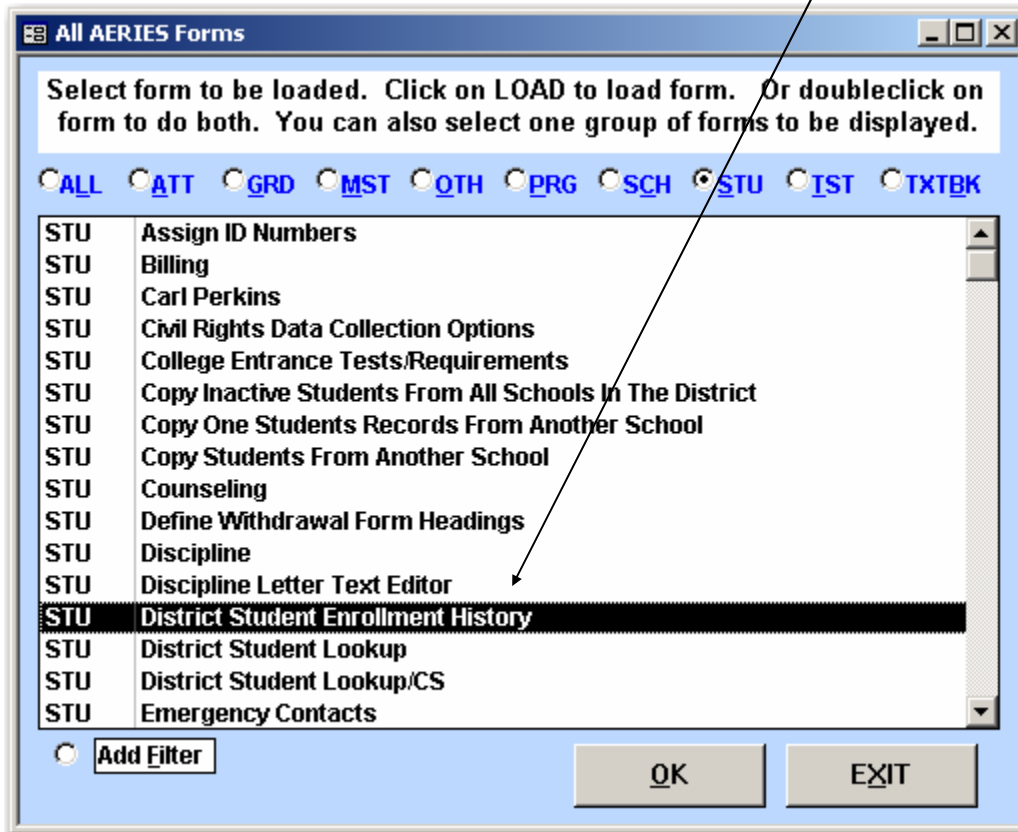
The following form will display only programs that relate to the **table** selected.

Select form to be loaded. Click on LOAD to load form. Or doubleclick on form to do both. You can also select one group of forms to be displayed.

☐ ALL
 ☒ ATT
 ☐ GRD
 ☐ MST
 ☐ QTH
 ☐ PRG
 ☐ SCH
 ☒ STU
 ☐ IST
 ☐ TXTBK

STU	Assign ID Numbers
STU	Billing
STU	Carl Perkins
STU	Civil Rights Data Collection Options
STU	College Entrance Tests/Requirements
STU	Copy Inactive Students From All Schools In The District
STU	Copy One Students Records From Another School

To select a program to run, click the mouse on **Form** name. The form selected will be **hi-lited**.

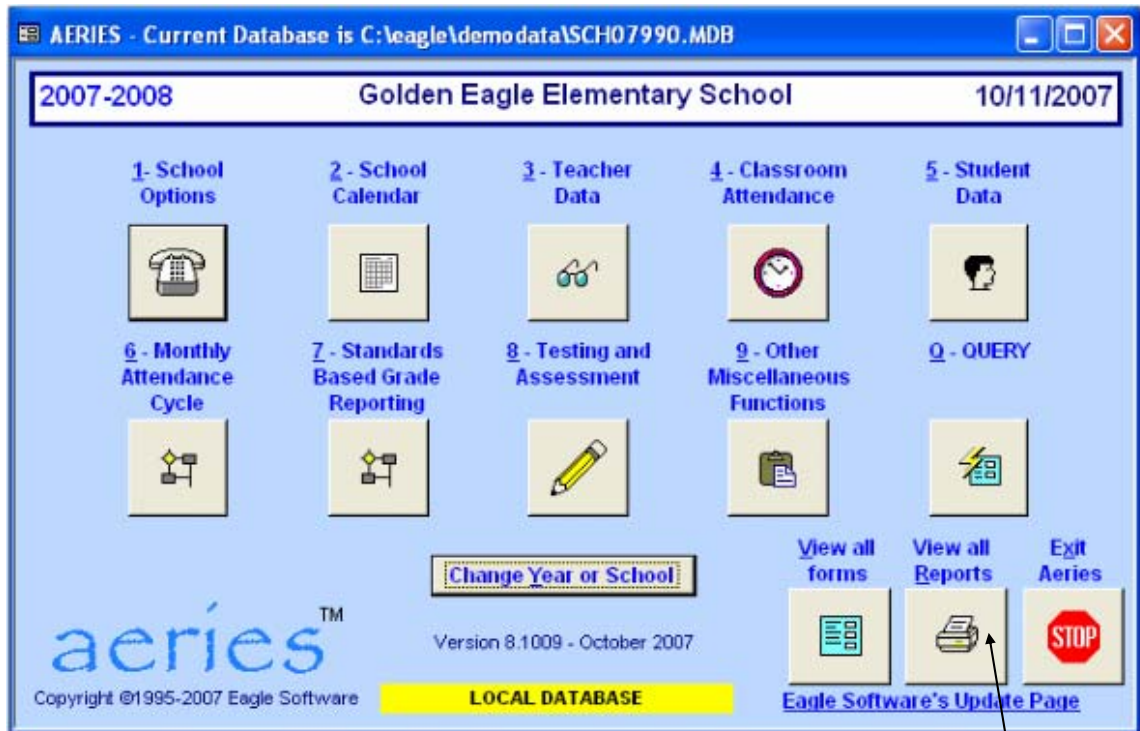


Click the mouse on the **OK** button. The form or program selected will display and can be utilized.

View All Reports – Elementary User Manual

September 14, 2007

The **View All Reports** option will display all available report programs in the **Aeries™** database. These programs will include all customized reports as well as the reports available through **Aeries™**.



To display the report programs, click the mouse on the **View All Reports** button

**SELECT
REPORT**

The following form will display all report programs in alphabetical order. At the top of the form the option is available to preview the reports prior to printing or to add a query condition. Radio buttons also display at the top of the form with a group or table name that relates to the report and a button.

Group	Report
	Print Avery 5160 Labels To Parent By Teacher
	Print Course Attendance Audit
	Print Elementary School Academic Record
	Print Graduation Status List by Student
	Print Instructional Minutes by Student
	Print Monthly Attendance Summary Totals
	Print Student Course Attendance Record
	Print Student Immunizations Status
	Print Students With UnBalanced Academic Weight/SMS
	Print Suspension Attendance Listing by Student
ATT	Print ABI Attendance Submitted Early
ATT	Print Absence Code Table
ATT	Print Absence Letter To Parent
ATT	Print Absence Letter To Parent/CAD

To display the reports that relate to specific **groups or tables**, click the mouse on the radio button to the left of the table.

The form will display only the reports that relate to the **group** or table selected.

Group	Report
CLS	Print Class List By Section
CLS	Print Class List By Teacher
CLS	Print Class List By Teacher/Custom
CLS	Print Class Roster/Elementary/Laser
CLS	Print Class Roster/Secondary/Laser
CLS	Print Summary of Students By Course And Period
CLS	Print Summary of Students By Teacher And Period

To select a report to run, click the mouse on **Report** name. The form selected will be highlighted.

Group	Report
CLS	Print Class List By Section
CLS	Print Class List By Teacher
CLS	Print Class List By Teacher/Custom
CLS	Print Class Roster/Elementary/Laser
CLS	Print Class Roster/Secondary/Laser
CLS	Print Summary of Students By Course And Period
CLS	Print Summary of Students By Teacher And Period

Click the mouse on the **Run** button. The report selected will be generated.