## Querying for Various Types of Online Enrolled Students and what to do with them !

Students may enroll online for the current year at almost any time. Students may enroll for the following year beginning in a date selected in mid-March. This has necessitated the need to different status tags during this time of transition. They are:

**W** = Web enrolled for the current year

**V** = Web enrolled for the following year

\* = Pre-enrolled (and web enrolled) for the following year & all information is verified. A student coded as a V will be changed to an \* once enrollment information has been verified.

Once the database has been created for the following year, we revert to using only the W.

**Create the query** (This step only needs to be completed the first time you access web enrolled students. Thereafter the query will be saved and can be recalled.)

Open Aeries to the main student screen. Locate the Query button and click on it (see the illustration below)



Click the query button.

In the command box type:

(*Hint: Highlight the text below, right click | click on copy | right click on the query window in Aeries | click paste.*)

```
LIST STU SUP STU.SN STU.LN STU.FN STU.GR STU.BD STU.TG SUP.WD IF TG = W OR TG = * OR TG = V
```

This query will include inactive students because you included the status tag (STU.TG) as part of the query. You can see in the illustration below that you will get the statement in red once you run it. If you do not get this statement, please check the "include inactive students" box as seen in the illustration below.

Feel free to add or delete fields to supply the information you need. This query will list all three possible types of web enrollment. Once you are happy with this query, please click on save as seen in the illustration below:

E Eagle :	Software's Query Lar SUP STU.SN STU.LN S	iguage - STU.FN S	Copyright 2008 Eagle So TU.GR STU.BD STU.TG SUP.	ftware ND IF TG = \	N OR TG = * OR TG =	- V	]	NEW
								RUN
Entry AND as OD to start as affects as difference DUNI success								
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	LABELS
TOTAL	Display totals	STU	Student Data	STU.SN	Student#	^	New Line	In sector to be add
SKIP	Bypass records	SUP	Supplemental	STU.LN	Last Name		Barcode	LETTERS
KEEP	Select rcds	СНІ	Crs History Institutions	STU.FN	First Name		NM Full Name	LETTER
CHANGE	Change data	LKR	Lockers	STU.MN	Middle Name		MI Middle Initial	FDITOR
-		ACT	Activities and Awards	STU.ID	ID#		1	-2
	SORT	ADS	Assertive Discipline	STU.SX	Sex			ENVELOPE
BY So	rted by	ATT	Attendance Data	STU.GR	Grade			Constant State
		AUT	Authorizations	STU.BD	Birthdate		* Click on a column	TO FILE
IF	COMPARISON	CAR	Course Attendance	STU.PG	Parent/guardian		heading in the Tables	
IF	= Equals	CNF	Conference	STU.AD	Mailing Address		or Fields list to sort by	CHANGE
OR	# Not equal	CON	Contacts	STU.CY	City		the column. Click th ;	CALLE
AND	> Greater	CSE	Calif. Special Education	STU.ST	State		column heading age in	SAVE
(	< Less than	CST	Content Standards	STU.ZC	Zip code		to sort descending.	
)	: Contains	CTS	College Test Scores	STU.ZX	Extn		time to sort by the	LOAD
	; Not contain	DIS	Discipline Data	STU.TL	Home Phone		sequence (default)	STARTUP
		DNT	Dental	STU.FW	Fathers work			
11 Start	Math Add	EVAL	2010/01/02/2010 01	STU.FX	Extn			RESET
(  Start	Maul + A00	FEE	Fees and Fines	STU.MW	Mothers work			
)) Stop	Descenth + Mult	GBS	Gradebook Scores	STU.MX	Extn			TABLES
Close	Parenth / Div	GBU	Gradebook Students	STU.T1	Test1	-		
1 Close		IGTE	GATE	STU.T2	Test2	×		EXIT
								100

A new box will pop up and give you the option to save the query for future use. You will need to replace the default "query" name with one you will recognize such as below:

ov 1
UK
ancel
ancel

Click on the OK button and the query is saved for future use. You are returned to the Query page. At this point you can click on Run button to see the familiar results page as seen below (names obscured purposely):

	Student#	Last Name	First Name	Grade	Birthdate	Tag	Web Enroll Date
۲	2468	- 10 C	dan se	2	4/10/2000	W	008 8:57:06 AM
	2459	And the second second	diam'r a san a'r a s	0	12/10/2002	V	008 8:59:33 AM
	2469	0.00	and the second s	0	8/29/2002	V	08 11:38:40 AM
	2463	and and a second second	Sec.	0	5/22/2003	V	008 1:55:44 PM
	2449	Colorada -	Printer and	0	4/13/2003	W	008 2:05:13 PM
	2448	Date: N	10 million	0	4/13/2003	W	008 1:57:11 PM
	2467	Creative	Contraction of the local distance of the loc	0	12/9/2002	V	08 11:59:35 AM
	2453		Artester .	0	1/3/2003	W	008 9:36:10 PM
	2461	1000	disable to the	0	7/14/2003	V	008 1:54:42 PM
	2454	1.00	Sector 1	0	1/15/2003	W	08 10:08:07 PM
	2470	All a second	Activity	0	7/7/2003	V	08 11:44:42 AM
	2471	the state of the s	Contraction of the local distance of the loc	0	7/7/2003	V	08 12:12:47 PM
	2460	March and	Sec.	0	12/2/2002	V	008 1:04:15 PM
	2456	Contract of the local division of the local	1000	0	1/3/2003	V	008 6:22:45 AM
	2466	Sector 1	Continue 1	0	11/21/2002	V	08 10:44:07 AM
	2457	Telesco.	Tanks a	0	9/27/2003	V	008 6:51:52 AM
	2465	Date:	damage (	1	8/3/2001	W	008 6:29:17 PM
	2462	Transfer	100	0	12/28/2001	*	008 1:55:44 PM
	2458	100	Tella .	0	3/12/2003	V	008 8:54:31 AM
	2464	Constrained in the	Page 1	0	5/18/2003	V	008 2:42:05 PM

You also have the option of clicking on the Report button as seen below:

==	🖹 Eagle Software's Query Language - Copyright 2008 Eagle Software													
LIST STU SUP STU.SN STU.LN STU.FN STU.GR STU.BD STU.TG SUP.WD IF TG = W OR TG = * OR TG = V							NEW							
								<u></u>						
H	Enter AND or OB to start another condition, or BUN guery													
								REPORT						
	LIST	Di	isnla		, tni	ıt	TBI	Table Name	ELD	Field Name		2	Description	
	TOTAL	Di	ispla	iv tot	als		STU	Student Data	STU.SN	Student#	~	1	New Line	
	SKIP	B	vpas	is re	COI	rds	SUP	Supplemental	STULIN	Last Name		Ľ.	Barcode	LETTERS
	KEEP	s	elec	t rcd	s		СНІ	Crs History Institutions	STU.FN	First Name		NM	Full Name	
	CHANGE	C	hand	je da	ta		LKR	Lockers	STU.MN	Middle Name		MI	Middle Initial	LETTER
							ACT	Activities and Awards	STU.ID	ID#				EDITOR
			sor	т			ADS	Assertive Discipline	STU.SX	Sex				ENVELOPE
	BV Sorted by				ATT	Attendance Data	STU.GR	Grade						
	Bi Solied by				AUT	Authorizations	STU.BD	Birthdate		• /	Nel	TO FILE		
Г	IF	IF COMPARISON		COMPARISON CAR COL		Course Attendance	STU.PG	Parent/guardian	hea	ding in the Tables				
	IF		=	Equa	ls		CNF	Conference	STU.AD	Mailing Address		or Fi	elds list to sort by	CHANGE
	OR		#	Not e	qu	ial	CON	Contacts	STU.CY	City		the	column. Click the	
	AND		>	Grea	ter	r	CSE	Calif. Special Education	STU.ST	State		colu	ımn heading again	<u>S</u> AVE
	(		<	Less	th	an	CST	Content Standards	STU.ZC	Zip code		to	sort descending.	
	)		:	Cont	ain	is	CTS	College Test Scores	STU.ZX	Extn		FOF	-ields - click a third	LOAD
			;	Not c	:on	ntain	DIS	Discipline Data	STU.TL	Home Phone		se	quence (default)	STARTUP
ľ			Ma	<b>4</b> 5			DNT	Dental	STU.FW	Fathers work			400.000 (00.000.).	
11	// Stort I		Ma	<b>m</b>		Add	EVAL		STU.FX	Extn				RESET
	() Start I	nd Ist	ul th		•	AUU	FEE	Fees and Fines	STU.MW	Mothers work				
		nai De	ront	ь I	-	Sub Mult	GBS	Gradebook Scores	STU.MX	Extn				T <u>A</u> BLES
		гa Da	internati	hrd	¢۱	initer t	GBU	Gradebook Students	510.11	Test	~			
		Ţά	u rei tu	9 19	эι				1510.12	Testz				EXIT
		e Ir	nacti	ive S	tuc	lents <mark>IN</mark>	ACTIVE	STUDENTS INCLUDED					Copyright 2008 E	agle Software

This gives you some options:

Query Report Parameters	
Report Title (if any): Web Enrolled	
Report line spacing       Image: Single spaced       Image: Double spaced       Image: Triple spaced	<u>Q</u> K <u>C</u> ancel

You can set a title that will appear on the top of each page and decide how much spacing you want between each result. This gives a result more pleasing to the eye as shown below (names obscured purposely):

2007-2008			New	web enrol	Iment		Page 1
Student#	Last Name	First Name	Grade	Birthdate	Tag	Web Enroll Date	
2468	4	Sec.	2	4/10/2000	W	3/19/2008	
2459	100.000	10 m m m	0	12/10/2002	V	3/17/2008	
2469	0.00	No. 1	0	8/29/2002	V	3/19/2008	
2463	Contractor 1	Cate	0	5/22/2003	V	3/17/2008	
2449	0.000	the second s	0	4/13/2003	W	3/04/2008	
2448	Sec. 2	100	0	4/13/2003	W	3/04/2008	
2467	10.000		0	12/09/2002	V	3/18/2008	
2453		Address of the	0	1/03/2003	W	3/10/2008	
2461	in the second	the second second	0	7/14/2003	V	3/17/2008	
2454	100	the second	0	1/15/2003	W	3/11/2008	
2470	the local sectors of the	1000	0	7/07/2003	V	3/19/2008	
2471	and the second second	and the second second	0	7/07/2003	V	3/19/2008	
2460	March 1997	Contraction of the	0	12/02/2002	V	3/17/2008	
2456	Columbus .	the second s	0	1/03/2003	V	3/17/2008	
2466	Television in the	the second s	0	11/21/2002	V	3/18/2008	
2457	Contraction of the	Colorest Co.	0	9/27/2003	V	3/17/2008	
2465	100	1000	1	8/03/2001	W	3/17/2008	
2462	The state	1000	0	12/28/2001	*	3/17/2008	
2458	100	1000	0	3/12/2003	V	3/17/2008	
2464	and shares	1000	0	5/18/2003	V	3/17/2008	

## Bonita Canyon Elementary

3/20/2008

If you ever need to run this query/report again, just go back to the query page and click on Load. You will see:

	Select Query to be Loaded		×
	Sort by Query Name Sort by Author	Limit by Query Name OK	<u>Cancel</u>
	MsngSpEd DOSpecProj	LIST STU SUP CSE STU.SN STU.LN STU.FN STU.GR STU.U2 STU.U3 STU.SP CSE.DI CSE.PL CSE.XD IF CSE.DI = NULL AND (	Delete
	NEW ENROLLMENT LIST swright	LIST STU SN NM GR CU SP ED IF ED > "01/27/2002" AND TG = "	Delete
	New Student Enrollment swright	LIST STU TCH STU.SN STU.NM STU.GR TCH.TE STU.ED BY STU.GR IF STU.ED > 06/22/2000 AND STU.CU = TCH.TN	Delete
	NEW STUDENTS IRVINEUSD\SWright	LIST STU "TO THE PARENTS OF" \ NM \ AD \ CY ST ZC IF ED > 07/01/06	Delete
	New web enrollment mreider	LIST STU SUP STU.SN STU.LN STU.FN STU.GR STU.BD STU.TG SUP.WD IF TG = W OR TG = * OR TG = V	Delete
	NEXT SCHOOL QUERY IRVINEUSD/SWright	LIST STU SN NM GR NG NS TG BY TG IF NS # 108 AND NS # 508	Delete
	NONQUALIFYING GATE STUDEN swright	LIST STU TCH TST STU.ID STU.LN STU.FN STU.GR TCH.TE TST.PC BY STU.GR IF TST.ID = OL SAT AND TST.PC < 95	Delete
	ODIST kjohnson	LIST STU NM GR TL AD CY ZC GC IT ITD IF IT # " " AND GC = ODIST	Delete
	ODIST/Query 2005-2006 KBrov IRVINEUSD\KHitchco	LIST STU SN NM GR AD CY AC IF GC = "ODIST"	Delete
Re	ecord: 14 4 92 >	▶ ♦ of 149	

Click next to the correct query and click OK. You will be taken back to the query page and your saved query is loaded and ready for use. You can then click on the Run or Report button as discussed above.

## Activate a Student

Go to the Aeries student screen.

Press **GET**. Type the search criteria, such as the student number or name.

The student you are searching for will be displayed.

Determine if **Tag** data needs to be changed

If the student is enrolling for grades K-12 in the <u>current</u> year (tag is "W"), change the **Tag** data to blank which is active. The yellow band around the screen will disappear.

If the student is enrolling for grades K-12 for the next year, but in the current year database the tag field contains a "V". Once you have verified their information, you may change their tag to an "\*". Students who are tagged "\*" will become "Active") during the roll-over to the next year database.

Make any other changes to the data as necessary.

## Student is now active.

**IMPORTANT NOTE**: If you determine the student will never be activated, or a request has been made to cancel enrollment for this student, you must delete this student from the database.

Get the student

Verify you are looking at the correct student.

Click on the delete key on the student data screen.

System will ask "Are you sure you want to delete this student from your database?" Answer yes.

For concerns regarding deletions check with Information Services

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