

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

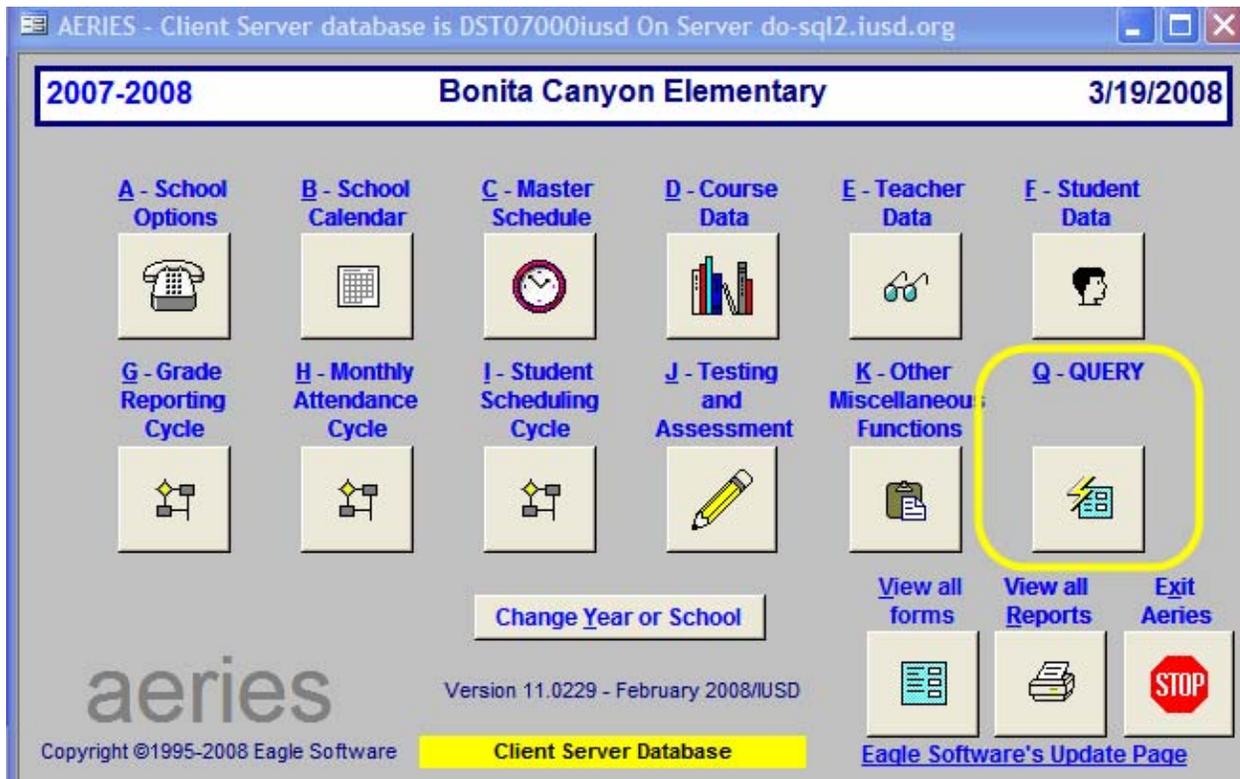
V = Web enrolled for the following year

*** = 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.

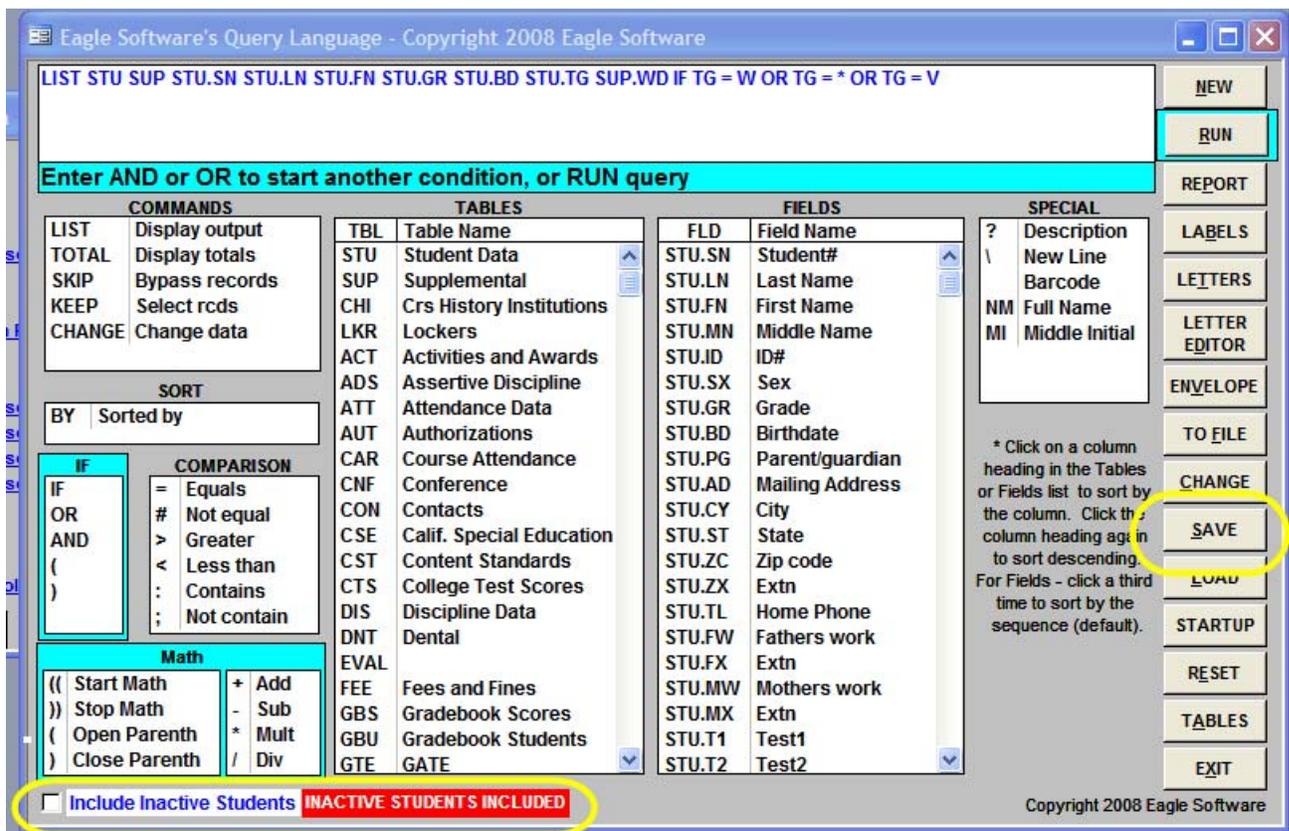
In the command box type:

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

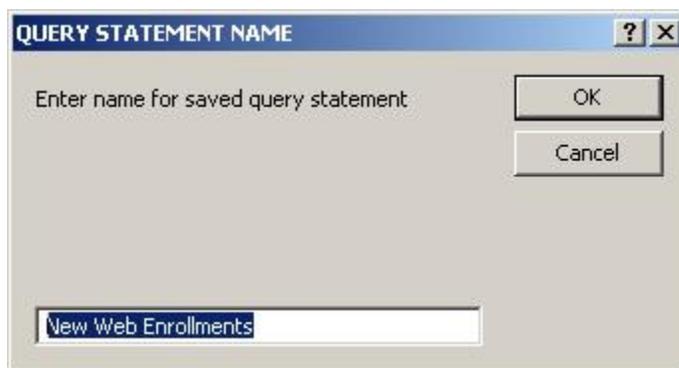
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LIST STU SUP STU.SN STU.LN STU.FN STU.GR STU.BD STU.TG SUP.WD IF TG
= W OR TG = * OR TG = V
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This query will include inactive students because you included the status tag (STU.TG) as part of the query. 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:



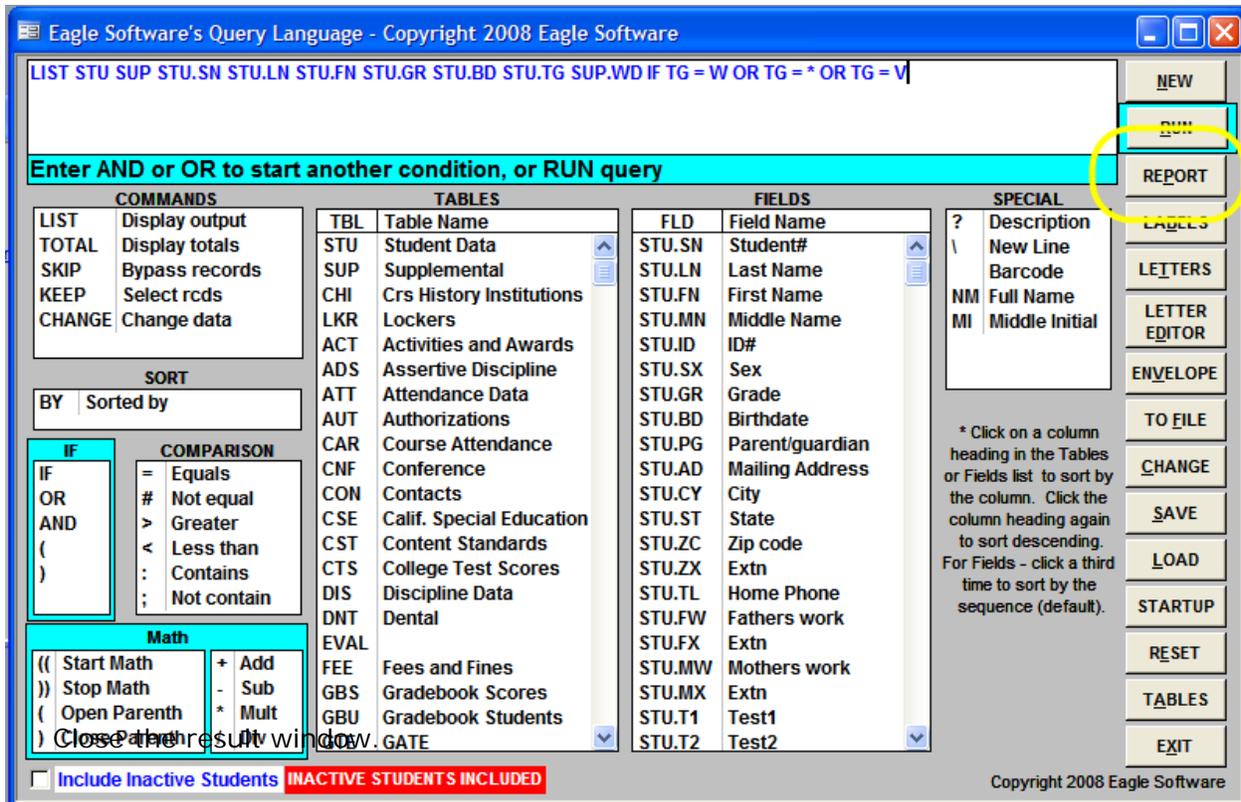
A new box will pop up and give you the option to save the query for future use. You will need to replace the default “query” name with one you will recognize such as below:



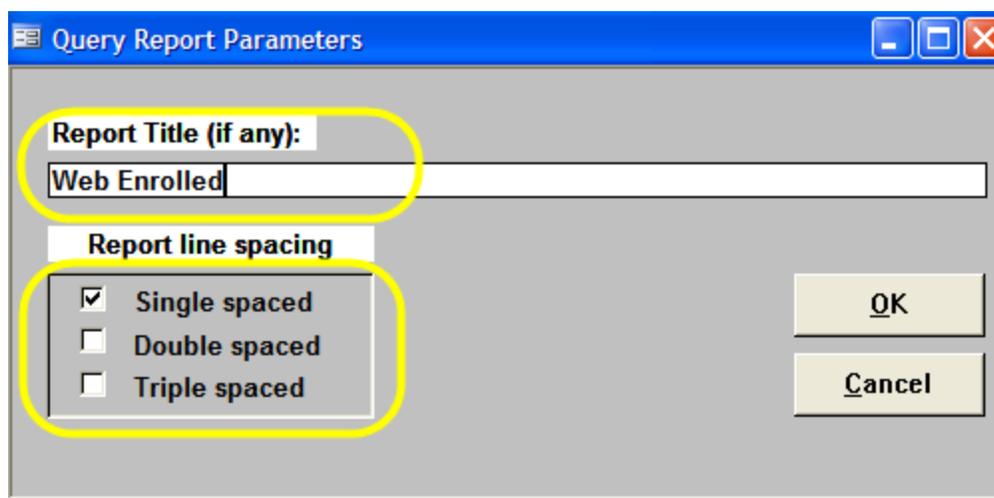
Click on the OK button and the query is saved for future use. You are returned to the Query page. At this point you can click on Run button to see the familiar results page as seen below (names obscured purposely):

Student#	Last Name	First Name	Grade	Birthdate	Tag	Web Enroll Date
2468	2	4/10/2000	W	008 8:57:06 AM
2459	0	12/10/2002	V	008 8:59:33 AM
2469	0	8/29/2002	V	08 11:38:40 AM
2463	0	5/22/2003	V	008 1:55:44 PM
2449	0	4/13/2003	W	008 2:05:13 PM
2448	0	4/13/2003	W	008 1:57:11 PM
2467	0	12/9/2002	V	08 11:59:35 AM
2453	0	1/3/2003	W	008 9:36:10 PM
2461	0	7/14/2003	V	008 1:54:42 PM
2454	0	1/15/2003	W	08 10:08:07 PM
2470	0	7/7/2003	V	08 11:44:42 AM
2471	0	7/7/2003	V	08 12:12:47 PM
2460	0	12/2/2002	V	008 1:04:15 PM
2456	0	1/3/2003	V	008 6:22:45 AM
2466	0	11/21/2002	V	08 10:44:07 AM
2457	0	9/27/2003	V	008 6:51:52 AM
2465	1	8/3/2001	W	008 6:29:17 PM
2462	0	12/28/2001	*	008 1:55:44 PM
2458	0	3/12/2003	V	008 8:54:31 AM
2464	0	5/18/2003	V	008 2:42:05 PM

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



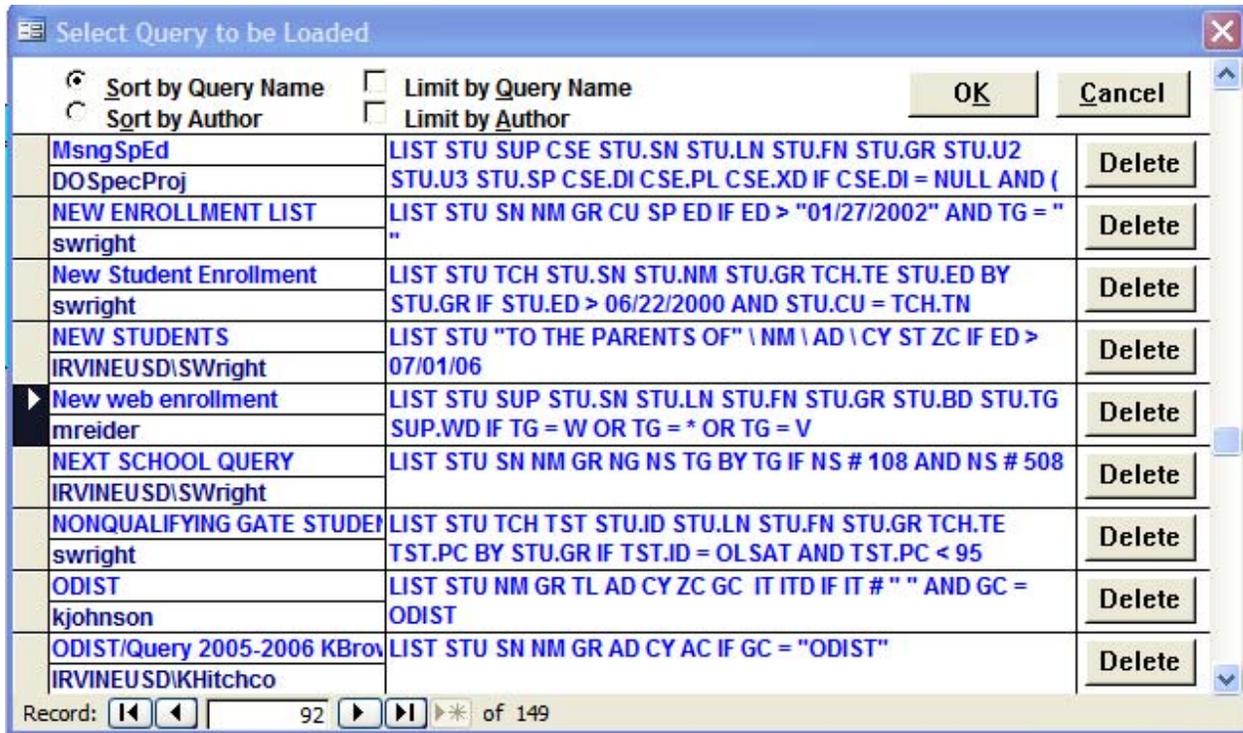
This gives you some options:



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):

Bonita Canyon Elementary						3/20/2008
2007-2008		New web enrollment			Page 1	
Student#	Last Name	First Name	Grade	Birthdate	Tag	Web Enroll Date
2468	[obscured]	[obscured]	2	4/10/2000	W	3/19/2008
2459	[obscured]	[obscured]	0	12/10/2002	V	3/17/2008
2469	[obscured]	[obscured]	0	8/29/2002	V	3/19/2008
2463	[obscured]	[obscured]	0	5/22/2003	V	3/17/2008
2449	[obscured]	[obscured]	0	4/13/2003	W	3/04/2008
2448	[obscured]	[obscured]	0	4/13/2003	W	3/04/2008
2467	[obscured]	[obscured]	0	12/09/2002	V	3/18/2008
2453	[obscured]	[obscured]	0	1/03/2003	W	3/10/2008
2461	[obscured]	[obscured]	0	7/14/2003	V	3/17/2008
2454	[obscured]	[obscured]	0	1/15/2003	W	3/11/2008
2470	[obscured]	[obscured]	0	7/07/2003	V	3/19/2008
2471	[obscured]	[obscured]	0	7/07/2003	V	3/19/2008
2460	[obscured]	[obscured]	0	12/02/2002	V	3/17/2008
2456	[obscured]	[obscured]	0	1/03/2003	V	3/17/2008
2466	[obscured]	[obscured]	0	11/21/2002	V	3/18/2008
2457	[obscured]	[obscured]	0	9/27/2003	V	3/17/2008
2465	[obscured]	[obscured]	1	8/03/2001	W	3/17/2008
2462	[obscured]	[obscured]	0	12/28/2001	*	3/17/2008
2458	[obscured]	[obscured]	0	3/12/2003	V	3/17/2008
2464	[obscured]	[obscured]	0	5/18/2003	V	3/17/2008

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



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 current 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