How to Transfer/Add a Student in Aeries

These instructions will walk you through the process of transferring a student from one site in IUSD to another site within IUSD. This can only be done if they are in the current year and the student is inactive at the site they are leaving (Tag is "I, N, *, V or W"). If it is a student from a previous year or involves moving from middle to high school or elementary to middle, please contact operations for assistance. **If it is a brand new student to IUSD, instructions begin on page 5 of this document.

Please contact the other school to inactivate if that is not done already. To ensure the integrity of the records, please contact your colleague at the other school to let them know you need to transfer a student and of course need the cum folder (if there is one).

You begin the process (assuming you have completed the above) by going to the student data screen shown below.



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Click on the "Add" button. You can be on any student record when you do this.

E Students											-	• **
2012-2013			Irv	ine Co	ntrol Sc	hool					9	/10/2012
Student Data 1 (STU) Student Da	ata 2 (STU) St	udent Data 3	(STU) S	econdary	Student	t Data (S	SD)				
Stu# La	st Name	Firs	st Name	1	Middle Nar	ne	Suffix	Perm	ID No. S	ex Grade Birt	hdate	Age
000053 Ba	3 Bad Bad Lerov				Brown			900	090015	I 12 10/	15/199	5 16
Parent/Guard	arent/Guardian Area/Telephone Fathers V				'k Extn	Mo	thers W	/ork	Extn Na	me/Addr Ver	Verifi	ed Status
Lady Bad Bad (949) 936-5000					_							
Residence Address City State Zipcode/Extn / GridCd Interdist xfer / District / Leave Date												
5050 Barranca Parkway Irvine CA 92604 ODIST V												
Mailing Addre	ess (same? 🗖	7) [′]					Sch	I Ente	r Dt Dist	Enter Dt 👘	-,	
	07/05/2012 09/02/2010											
Counselor Nu	umber Name	Locke	er 🛛 Res Sc	hl NxtS	chl NxtG	ird Nxť	Tch		Rcd Rel	ParEd		
0 -			0	- 9	90 🖵 🔰 13	3 1	1 🖵		-	6 💌		
CorrLng Hm	Lng LangFlu	Prog	AttPgm1 At	tPgm2	Ethnicity	Race	T Ra	ce/Eth	nicity			
00 🖵 06		N -		•		700 🖵		00/21	Heard 2	DeeCed		
			Z 🚽 🔽			Sar	- US	er TT				
Student Enro	olled in Attend	ance but ha	s no Classe	es: 7/16/2	2012		ieck ⊮ tatus	In	Show 🔽			Show
1 Attendance	2 Supplemental	<u>3</u> Medical	4 Discipl	ine <u>5</u> 9	Siblings	<u>6</u> Cor	itacts	<u>v</u> c	uick Con	W Acad Pla	n Y	Enroll Hist
7 Tests	<u>8</u> Fees	<u>9</u> Assessmn	t <u>0</u> Counse	ling <u>E</u>	SpecEd	<u>H</u> Lan	guage	<u>l</u> Inte	rventions	<u>S</u> Program	s 7	Crs Req
J Classes	<u>K</u> Grades	L Transcript	t <u>M</u> Misc	: <u>N</u> C	rsAttend	<u>O</u> Co	llege]	GATE	Q DST Info	E	xtra Actv
ADS	LOCATE			UP	DATE			۲	Print Previ	ew OTHER		
Backward	<u>G</u> et <u>F</u> or	ward	<u>A</u> dd	<u>C</u> hange	Delet	e	<u>U</u> pdAT	Г	<u>P</u> rint	e <u>X</u> it		<u>R</u> eports

1. You will now see the "District Student Locator" screen. Fill in the Student Last Name, First Name and any other fields you'd like to search on. Click on the "Search for Student" button. A list of students will appear. Find and select the student in the list, and then click on the "Add Student" button. Please note the student must be inactive, in order to transfer the student into your database.

-= C	District Student	Locator							×
Sti	udent Last Na	ame*First	Name *	Middle Nam	ne Sex	Birthdate *	Permane	nt IDState ID)
Te	st	Test		Marty					
_		(partial nam	es are accepta	ble)				-	
Pa	rent/Guardia	in Name	Address			Email Addres	S	leleph	one
L					_		_		
	Soarch Conta	et Decorde2	List Exact M	latches Only?	* Require	ed To Add New S	tudent	Hide School 112	
	Search for	Student	Student	Not Found	<u>c</u>	ancel Lookup		Grades 🛛 🖵	6 🗸
_						· ·		Limit to	
Se	lect a studer	nt from the list	below, and	click Add (Stu	dent or Si	blina). Or ente	er new se	arch criteria.	
Co	unter Last N	ame First I	Name Mi	ddle Sex Gra	de Birthd	lav Perm ID	# Schl#	Tag Leave Da	te
1	Test	Test	Ma	rty F 3	1/1/198	39 19107499	3 990 I		
4	Andra	Amart	ya Sai	M 1	4/16/20	006 12011012	1 120		
					_				
M	Change Stude	ent's School Mo	bility to curren	t Grade Level	Set Sc	hool Enter Date			
				Deta	ails			Add Stud	dent
]			

Answer Yes to the pop up box.

	ADD THIS ST	UDENT?		X
•	Add Test T	est to your	student file	?
		Yes	No	,

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The system tells you that the student was transferred. Click OK.



You will now see the record in your database. Update any necessary information.

😑 Students							c	- 0 23
2012-2013			College	Park Elem	entary			9/11/2012
Student Data 1 (STU	Student Da	ta 2 (STU) Stu	dent Data 3 (STU	J) Secondary	Student Data (S	(SD)		
Stu# Last M	lame	First	Name	Middle Nar	ne Suffix	Perm ID No. S	ex Grade Birthda	ite Age
010433 Test		I est Marty 1910/4993 F 3					F 3 1/01/1	989 23
Mr Test Test		Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver Verified Stat (999) 999-9999						
Residence Addr	dress City State Zipcode/Extn A GridCd Interdist xfer / District Y Leave Date							eave Date
123 Baristo	sto Irvine CA 99999 G1826 🗸 💌 🔍							
Mailing Address	Mailing Address (same? ▼) Schl Enter Dt Dist Enter Dt 07/08/2010 09/01/2008							
	ignod	Locker						
CorrLng Hm Ln	i LangFlu Tra	ack Prog A	ttPam1 AttPan	n2 Ethnicity	Race			
▼ 14 ▼				- N-	202 👻 Ra	ce/Ethnicity		
User1 User2	User3 Gat	e User5 Use ▼ ▼ Z	er6 PS U	ser8 MG	Sarb Us	er11 User12	RepCrd	
Active student	a at aurranth		ettendenee	, _	Check	Show 🖂		☐ Show
Active student	not currently	y enrolled in a	attendance		Status	Inactives		
<u>1</u> Attendance <u>2</u> S	upplemental	3 Medical	<u>4</u> Discipline	<u>5</u> Siblings	6 Contacts	V Quick Con	W Acad Plan	Y Enroll Hist
7 Tests	<u>8</u> Fees	<u>9</u> Assessmnt	<u>0</u> Counseling	<u>E</u> SpecEd	<u>H</u> Language	Interventions	<u>S</u> Programs	Z Crs Req
<u>J</u> Classes	K Grades	<u>L</u> Transcript	<u>M</u> Misc	N CrsAttend	<u>O</u> College	<u>T</u> GATE	<u>Q</u> DST Info	Extra Actv
LO	CATE			UPDATE		Print Previ	ew OTHER	
Backward G	et <u>F</u> orv	vard A	dd <u>C</u> har	nge <u>D</u> elet	e <u>U</u> pdAT	T <u>P</u> rint	e <u>X</u> it	<u>R</u> eports

To add a brand new student to your school who has never attended an IUSD school, you will always search for the student first. This helps ensure a student doesn't have a previous record that the parent is unaware of and cause duplicate records.

You must fill in the required fields to add a brand new student. Student Last Name, First Name and Birthdate.

If the student is not on the list, click on "Student Not Found". If the student does appear on the list, you will select that student and continue to follow the steps above for transferring a student.

Juue	ent Last Name *	First Name*	Mid	ldle	Name	Sex Bi	rthdate * Pe	erman	ent ID	State ID	
lest Debbie											
(partial names are acceptable)											
Parent/Guardian Name Address Email Address Telephone						e					
					_				_		_
So	arch Contact Reco	rde?	vact Matche	e ∩n	lv2 -	Required	Fo Add New Stu	dent	Hide	School 990	
S	earch for Stude	nt Stu	dent Not Fr	haur		Сал	cel Lookun		Grade	es 0 -	12 -
<u> </u>				, and		<u></u>	oor Loonap				
					C 1				Limit	to All	•
Selec	t a student from	the list below,	and click A	\dd (Stude	nt or Sibli	ng). Or enter	new s	earch	criteria.	
Coun	ter Last Name	First Name	Middle	Sex	Grade	Birthday	Perm ID#	Schl#	lag	Leave Date	
1	Test	Clarice		5	1	6/7/2000	900090016	975	1		^
12	lest	lest	мату		1.5	1/1/1484	101177003	uun			
2	Manaan	Cadia	Laia	12	2	6/27/2004	426440000	420			
3	Monson	Sadie	Lois	F	3	6/27/2004	136110088	136			
3	Monson Poulin	Sadie Anne Sophia	Lois Marie	F	3 3	6/27/2004 6/27/2004	136110088 191091971	136 112			
- 3 4 5	Monson Poulin Shin	Sadie Anne Sophia Sophia	Lois Marie Eunha	F F F	3 3 3	6/27/2004 6/27/2004 6/27/2004	136110088 191091971 191116186	136 112 148			
- 3 4 5 6 7	Monson Poulin Shin Shin	Sadie Anne Sophia Sophia Soua	Lois Marie Eunha Eunha Elizabeth	F F F F	3 3 3 3 3	6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004	136110088 191091971 191116186 191116186 148120006	136 112 148 146	I		
3 4 5 6 7 8	Monson Poulin Shin Shin Soumaoro Wang	Sadie Anne Sophia Sophia Soua Yu-Shan	Lois Marie Eunha Eunha Elizabeth	F F F F F M	3 3 3 3 3 3 2	6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004	136110088 191091971 191116186 191116186 148120006 191112371	136 112 148 146 148 124	I		
3 4 5 6 7 8 9	Monson Poulin Shin Shin Soumaoro Wang Wang	Sadie Anne Sophia Sophia Soua Yu-Shan Yu-Shan	Lois Marie Eunha Eunha Elizabeth	F F F F F M M	3 3 3 3 3 2 2	6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004	136110088 191091971 191116186 191116186 148120006 191112371	136 112 148 146 148 124 116	1		
3 4 5 6 7 8 9	Monson Poulin Shin Shin Soumaoro Wang Wang	Sadie Anne Sophia Sophia Soua Yu-Shan Yu-Shan Debbie	Lois Marie Eunha Eunha Elizabeth	F F F F M M	3 3 3 3 3 2 2 8	6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 7/14/1999	136110088 191091971 191116186 191116186 148120006 191112371 191112371 191040905	136 112 148 146 148 124 116 508	1		
3 4 5 6 7 8 9 10 11	Monson Poulin Shin Shin Soumaoro Wang Wang Lu Abdallah	Sadie Anne Sophia Sophia Soua Yu-Shan Yu-Shan Debbie Adibeh	Lois Marie Eunha Eunha Elizabeth	F F F F M M F F	3 3 3 3 3 2 2 8 4	6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 7/14/1999 9/22/2003	136110088 191091971 191116186 191116186 148120006 191112371 191112371 191040905 191083166	136 112 148 146 148 124 116 508 146	1		
- 3 4 5 6 7 8 9 10 11 12	Monson Poulin Shin Shin Soumaoro Wang Wang Lu Abdallah Wang	Sadie Anne Sophia Sophia Soua Yu-Shan Yu-Shan Debbie Adibeh Yi-Wen	Lois Marie Eunha Eunha Elizabeth	F F F F M M F F F	3 3 3 3 3 2 2 8 4 10	6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 7/14/1999 9/22/2003 3/11/1997	136110088 191091971 191116186 191116186 148120006 191112371 191112371 191040905 191083166 191083461	136 112 148 146 148 124 116 508 146 612	1		•
3 4 5 6 7 8 9 10 11 12	Monson Poulin Shin Shin Soumaoro Wang Wang Lu Abdallah Wang	Sadie Anne Sophia Sophia Soua Yu-Shan Yu-Shan Debbie Adibeh Yi-Wen	Lois Marie Eunha Eunha Elizabeth	F F F F M M F F F	3 3 3 3 3 2 2 8 4 10	6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 6/27/2004 7/14/1999 9/22/2003 3/11/1997	136110088 191091971 191116186 191116186 148120006 191112371 191112371 191040905 191083166 191083461	136 112 148 146 148 124 116 508 146 612	1		-

By answering No to the popup box, the student will then be added to your database. You will need to finish filling out & completing the record.

LOCATE EXISTING SIBLING?	
Would you like to locate an e	xisting sibling to use as a template?
	Yes No

== Students						c	- 0 %
2012-2013		Irvine	Control Sc	hool			9/10/2012
Student Data 1 (STU)	Student Data 2 (STU) Stu	ident Data 3 (STU) Secondary S	Student Data (S	SD)		
Stu# Last Nar	ne First	Name	Middle Nan	ne Suffix	Perm ID No. Se	ex Grade Birthda	ate Age
000101 Test	Test Debbie 990120005 M 0 6/27/2004 8						
Parent/Guardian	ian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver Verified						rified Status
Residence Addres	s City			de/Extn / Gn			Leave Date
Mailing Address (same?) Schl Enter Dt							II
	09/10/2012 09/10/2012						
Counselor Number	Name Locke	Res Schl	IxtSchl NxtG	rd NxtTch	Rcd Rel	ParEd	
CorrLng Hm Lng I	angFlu Prog A	ttPgm1 AttPgn	n2 Ethnicity	Race			
				Ra	ce/Ethnicity		
User1 User2 U	ser3 Gate User5 Us	er6 PS U	ser8 MG	Sarb Us	er11 User12	RepCrd	
							C Charu
Active student no	t currently enrolled in	attendance		Status	Inactives		J Show
<u>1</u> Attendance <u>2</u> Sup	plemental <u>3</u> Medical	<u>4</u> Discipline	<u>5</u> Siblings	6 Contacts	<u>V</u> Quick Con	<u>W</u> Acad Plan	Y Enroll Hist
<u>7</u> Tests <u>8</u>	Fees <u>9</u> Assessmnt	0 Counseling	E SpecEd	<u>H</u> Language	<u>I</u> Interventions	<u>S</u> Programs	Z Crs Req
J Classes K (Grades <u>L</u> Transcript	<u>M</u> Misc	N CrsAttend	<u>O</u> College	<u>T</u> GATE	<u>Q</u> DST Info	Extra Actv
LOCA	TE		UPDATE		Print Previe	w OTHER	
Backward Get	Eorward	Add <u>C</u> han	ige <u>D</u> elete	e <u>U</u> pdAT	T Print	e <u>X</u> it	Reports
p		1					

By answering Yes to the popup box, you will be directed back to the District Student Locator screen.



You will select the sibling you'd like as the template. Click on "Add Sibling".

== Distric	t Student Locator											X
Studen	t Last Name *	First	Name *	Mic	ldle I	Name	Sex Birt	thdate * P	erman	ent ID	State ID	
Test												
-	(par	tial nam	ies are acc	eptable)			-					
Parent	Guardian Name	e	Addre	SS			<u>Em</u>	ail Address			lelephone	•
Sear	ch Contact Recor	ds?	🗆 List Exa	act Matche	s Onl	y?	* Required To	o Add New Stu	udent	Hide S	School 990	
Set	arch for Studen		Stud	ent Not Fr	haur		Cane	el Lookup	1	Grade	s 0 1	2
					Jana			ci Lookup		orade		
		_				_				Limit t	to All	-
Select	a student from t	the list	below, a	nd click A	\dd (Stude	nt or Siblin	g). Or enter	r new s	search	criteria.	
Counte	er Last Name	First	Vame	Middle	Sex	Grad	e Birthday	Perm ID#	Schl	# Tag	Leave Date	
1	Test	Claric	е		F	7	6/7/2000	900090016	975	I		
2	Test	Test		Marty	F	3	1/1/1989	191074993	990			
3	Monson	Sadie		LOIS	E.	3	6/27/2004	136110088	136			
4	Poulin	Anne	_	Marie	1	3	6/27/2004	191091971	112			
5	Shin	Sophi	a	Eunna	1	2	6/27/2004	191110180	148			
0	Silli	Sophi	a	Eurina	r r	2	6/27/2004	191110180	140	·		
6	Soumatio	Soua Vu Sh	a n	Elizabelli	F	2	6/27/2004	146120000	140			
0	Wang	Vu Sh	an		M	2	6/27/2004	101112371	116			
10	Lu	Debbi	α ρ		F	8	7/14/1999	191040905	508	·		
11	Abdallah	Adibe	o h		F	4	9/22/2003	191083166	146			
12	Wang	Yi-We	n		F	10	3/11/1997	191083461	612			+
Char	ana Chudantia Cak	a al Ma	hility to ou	rrant Crad			Cat Cabaal	Enter Data		· · · ·		
. Char	ige student's Sch		Dility to CU	rrent Grad	e Lev	er	Set School	Enter Date				
						Detail	s	Add Sib	ling		Add Studen	t
				_	-	_						
								Juna	mucur			

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The "Add Student Using Sibling Data" pop-up box comes up.



When you answer Yes, you will get the "Choose Sibling Data" pop-up box. Uncheck any data you don't want copied to the student you are adding. Click OK.

1	B C	100	se Sibling Data	-
	Whic	:h ir	formation would you like to copy from the first sibling] ?
	, ⊾	Со	ontact Data (CON)	
	◄	Su	pplemental Data (SUP)	
		St	udent Data Fields (STU)	
		v	Parent/Home(PG, TL, MW, MX, FW, FX, PED,InformationAD, CY, ST, ZC, ZX, GC, RS, NRS, NS, RAD, RCY, RST, RZC, RZX)	
		₽	User Codes (U1-U13)	
		₽	Family Key (FK)	
		₽	Race/Ethnicity (ETH, RC1-RC5, EC, EC2-EC6)	
		☑	Attendance Program(s) (SP, AP1, AP2)	
		☑	Language Fluency Code (LF)	
		7	Corr/Home Language (HL, CL)	
		▼	Last Name (LN)	
			<u>O</u> K <u>C</u> ancel	

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You will now see the record in your database. Enter the first name of the student and update any necessary information.

El Students 🗖 🖸 🔀						
2012-2013 Irvine Control School 9/11/2012						
Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)						
Stu# Last Name First Name Middle Name Suffix Perm ID No. Sex Grade Birthdate Age						
000107 Test 990120008 M 0 0						
Parent/Guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver Verified Status						
Mr Test Test (999) 999-9999						
Residence Address City State Zipcode/Extn // GridCd Interdist xfer / District // Leave Date						
123 Baristo Irvine CA 99999 V						
Mailing Address (same? ♥) Schl Enter Dt Dist Enter Dt Counselor Number Name Locker Res Schl NxtSchl NxtGrd NxtTch Rcd Rel ParEd 0 ♥ 108 ♥ 990 ♥ 1 0 ♥ € € CorrLng Hm Lng LangFlu Prog AttPgm1 AttPgm2 Ethnicity Race/Ethnicity User1 User2 User5 User6 PS User8 MG Sarb User11 User12 RepCrd ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥						
Active student not currently enrolled in attendance						
<u>1</u> Attendance <u>2</u> Supplemental <u>3</u> Medical <u>4</u> Discipline <u>5</u> Siblings <u>6</u> Contacts <u>V</u> Quick Con <u>W</u> Acad Plan <u>Y</u> Enroll Hist						
7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Language I Interventions S Programs Z Crs Req						
<u>J</u> Classes <u>K</u> Grades <u>L</u> Transcript <u>M</u> Misc <u>N</u> CrsAttend <u>O</u> College <u>T</u> GATE <u>Q</u> DST Info Extra Actv						
LOCATE UPDATE © Print Preview OTHER						
Backward Get Forward Add Change Delete UpdATT Print eXit Reports						