

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.



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

The screenshot shows a web-based student record system for Irvine Control School. The interface includes a header with the school name and date (9/10/2012). Below the header, there are tabs for 'Student Data 1 (STU)', 'Student Data 2 (STU)', 'Student Data 3 (STU)', and 'Secondary Student Data (SSD)'. The main area contains a form for a student record for Leroy Brown, including fields for student ID, name, birthdate, address, and enrollment dates. At the bottom, there is a navigation bar with buttons for 'Backward', 'Get', 'Forward', 'Add', 'Change', 'Delete', 'UpdATT', 'Print', 'eXit', and 'Reports'. The 'Add' button is highlighted with a red circle.

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.

District Student Locator

Student Last Name * First Name * Middle Name Sex Birthdate * Permanent ID State ID
Test Test Marty

(partial names are acceptable)

Parent/Guardian Name Address Email Address Telephone

Search Contact Records? List Exact Matches Only? * Required To Add New Student Hide School 112

Search for Student Student Not Found Cancel Lookup

Grades 0 - 6
Limit to... All

Select a student from the list below, and click Add (Student or Sibling). Or enter new search criteria.

Counter	Last Name	First Name	Middle	Sex	Grade	Birthdate	Perm ID#	Schl#	Tag	Leave Date
1	Test	Test	Marty	F	3	1/1/1989	191074993	990	I	
4	Andra	Amartya Sai		M	1	4/16/2006	120110121	120		

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

Details **Add Student**

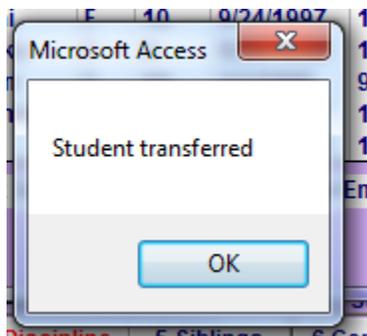
Answer Yes to the pop up box.

ADD THIS STUDENT?

Add Test Test to your student file?

Yes No

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

2012-2013 College Park Elementary 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
010433	Test	Test	Marty		191074993	F	3	1/01/1989	23

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 G1826

Mailing Address (same?)

Schl Enter Dt Dist Enter Dt

07/08/2010 09/01/2008

Teacher Number	Name	Locker	Res Schl	NxtSchl	NxtGrd	NxtTch	NxtTrk	Rcd Rel	ParEd
0	Unassigned		108	990	4	0			6

CorrLng Hm Lng LangFlu Track Prog AttPgm1 AttPgm2 Ethnicity Race

14 N 202

User1 User2 User3 Gate User5 User6 PS User8 MG Sarb User11 User12 RepCrd

Z

Active student not currently enrolled in attendance

Check Status Show Inactives Show

1 Attendance	2 Supplemental	3 Medical	4 Discipline	5 Siblings	6 Contacts	V Quick Con	W Acad Plan	Y Enroll Hist
Z Tests	8 Fees	9 Assessmnt	0 Counseling	E SpecEd	H Language	I Interventions	S Programs	Z Crs Req
J Classes	K Grades	L Transcript	M Misc	N CrsAttend	O College	I GATE	Q DST Info	Extra Actv

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

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.

Student Last Name * First Name * Middle Name Sex Birthdate * Permanent ID State ID
 Test Debbie
 (partial names are acceptable)

Parent/Guardian Name Address Email Address Telephone

Search Contact Records? List Exact Matches Only? * Required To Add New Student Hide School 990

Search for Student **Student Not Found** Cancel Lookup

Grades 0 - 12
 Limit to... All

Select a student from the list below, and click Add (Student or Sibling). Or enter new search criteria.

Counter	Last Name	First Name	Middle	Sex	Grade	Birthday	Perm ID#	Schl#	Tag	Leave Date
1	Test	Clarice		F	7	6/7/2000	900090016	975	I	
2	Test	Test	Marty	F	3	1/1/1989	191074993	990		
3	Monson	Sadie	Lois	F	3	6/27/2004	136110088	136		
4	Poulin	Anne	Marie	F	3	6/27/2004	191091971	112		
5	Shin	Sophia	Eunha	F	3	6/27/2004	191116186	148		
6	Shin	Sophia	Eunha	F	3	6/27/2004	191116186	146	I	
7	Soumaoro	Soua	Elizabeth	F	3	6/27/2004	148120006	148		
8	Wang	Yu-Shan		M	2	6/27/2004	191112371	124		
9	Wang	Yu-Shan		M	2	6/27/2004	191112371	116	I	
10	Lu	Debbie		F	8	7/14/1999	191040905	508		
11	Abdallah	Adibeh		F	4	9/22/2003	191083166	146		
12	Wang	Yi-Wen		F	10	3/11/1997	191083461	612		

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

Details Add Student

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".

District Student Locator

Student Last Name * First Name * Middle Name Sex Birthdate * Permanent ID State ID

Test

(partial names are acceptable)

Parent/Guardian Name Address Email Address Telephone

Search Contact Records? List Exact Matches Only? * Required To Add New Student Hide School 990

Search for Student Student Not Found Cancel Lookup Grades 0 - 12 Limit to... All

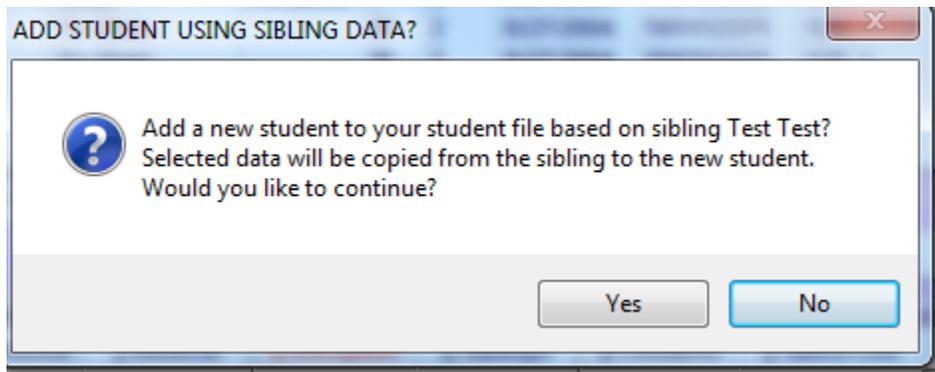
Select a student from the list below, and click Add (Student or Sibling). Or enter new search criteria.

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5	Shin	Sophia	Eunha	F	3	6/27/2004	191116186	148		
6	Shin	Sophia	Eunha	F	3	6/27/2004	191116186	146	I	
7	Soumaoro	Soua	Elizabeth	F	3	6/27/2004	148120006	148		
8	Wang	Yu-Shan		M	2	6/27/2004	191112371	124		
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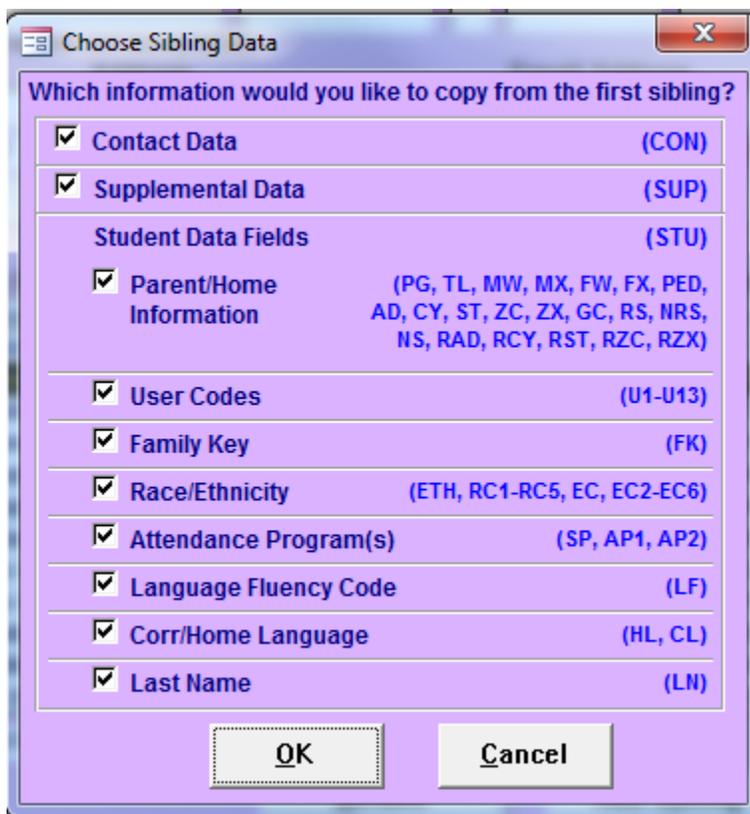
Change Student's School Mobility to current Grade Level Set School Enter Date

Details Add Sibling Add Student

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.



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

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								
Mailing Address (same? <input checked="" type="checkbox"/>)		Schl Enter Dt	Dist Enter Dt									
Counselor Number	Name	Locker	Res Schl	NxtSchl	NxtGrd	NxtTch	Rcd Rel	ParEd				
0			108	990	1	0		6				
CorrLng	Hm Lng	LangFlu	Prog	AttPgm1	AttPgm2	Ethnicity	Race	Race/Ethnicity				
	14					N	202					
User1	User2	User3	Gate	User5	User6	PS	User8	MG	Sarb	User11	User12	RepCrd
						Z						

Active student not currently enrolled in attendance

Check Status Show Inactives Show

1 Attendance	2 Supplemental	3 Medical	4 Discipline	5 Siblings	6 Contacts	7 Quick Con	8 Acad Plan	9 Enroll Hist
7 Tests	8 Fees	9 Assessmnt	0 Counseling	E SpecEd	H Language	I Interventions	S Programs	Z Crs Req
J Classes	K Grades	L Transcript	M Misc	N CrsAttend	Q College	I GATE	Q DST Info	Extra Actv

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