Grades K-12 - Year Closing Questions

Frequently asked questions? What do I need to do at year-end?

1. Do I have to change all students Next Grade level? **No** Grades (K -12)

You don't have to do anything. All student records are advanced one grade level unless the next grade (STU.NG) field is different. With the exception of Adult Transition, school 617.

2. What do I do if I have a Retained Student? (See Attached instructions)

A. <u>Change the next grade field</u> to match the current grade.
B. <u>Enter reason for retention</u> in intervention screen. (Ask the administrator which code and date to use)

3. What do I do for students advancing to Middle or High school?

You don't have to do anything to these records <u>unless you've been notified they were making a change to their next school of attendance</u>. Change the <u>Next School field</u> (STU.NS) to reflect the new school of attendance.

4. If you have Program 'G' students what do you need to do in Aeries? (These students attend more than one site to take advance classes or courses not available at their home school.

A. **Student data 1** - **Change the Next School field** (STU.NS) to **975**
B. **Student data 3** screen enter the last day of school _**Leave date: 6/09/2016** Under section *"End of Year"* Enter the **Status: 160** and the Next **School: 975**.

5. Can you 'update' information in 2015/16 ahead of time for next year's data base? **No**

You **must wait** until the new Aeries 2016/17 database is created to make changes for the new school year. *Information Services will be rolling over Aeries student information from the 2015-2016 school year into the 2016-2017 school year. The tentative date is* <mark>June 20, 2016</mark> *(I.S. will notify you)*

6. Record Retention

You must keep attendance records for <u>3 year plus the current year</u> on file at school site. You must shred attendance records when you discard.

<u>Shred items in your Month–end file</u>

- Absence Verification Notes/emails
- Attendance Rosters
- Monthly Summaries & Reports
- Logs (In/Out, Telephone, Ind. Sty Log)
- Manual/Perpetual Counts (Add/Drop Log, Gains & Loss, Class List)
- Missing Attendance Reports
- Tardy Documentation
- Any document used to keep and verify attendance (corrections pages, teacher emails, etc.)

<u>When to discard attendance records</u>?
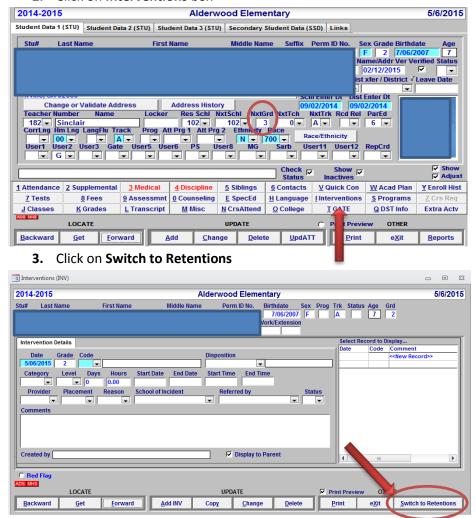
12/13 discard in   * June, 2016

7. What do I do to close out Month-end Attendance for the year?

A. Refer to the Attendance Timeline for<u> due dates</u> of reports**.**
B. Send in any corrections from prior months.
C. Follow the same procedures as any other month, *Update Aeries,* Reconcile Attendance & Enrollment, Print the preliminary reports for months 12. (Unverified Absence, Audit Listing, Gains & Loss Reconcile and Prelim. Attendance Summary)
D. When you finish reconciling month-end **Email Robbi** <u>saying you are complete</u>.
E.   **<u>Print Final Month-end 12</u> - 'Attendance Report and Summary'**
F.   <u>Have the principal sign/date the Summary </u>and file a copy of the report in your month-end 12.
G. SCAN the principal *original* signed & dated 'Attendance Summary'**,** to the District office **before you leave** for the summer break.
H. When boxing up this year's attendance month-end files – Verify all are complete and **both** detail and summary reports have been printed. If missing re-print.

 Note If you have any concerns or problems getting this complete before you leave please contact me.

How to retain a student in Aeries? NOTE*If kindergarten student **must** have the parent signed Kinder Retention form on file.

1. On Student Data 1 (STU) **change the next grade to match the current grade**.
2. Click on **Interventions** box

3. Click on **Switch to Retentions**

Enter date and reason code, enter **RG** Retained grade, and Grade level. If any other information needed add in the comment box. Ask Administrator which code & date to use.