



End of the Year

Students that are completing the 17/18 year but have informed you they will **not** be returning next school year. CALPADS needs to know *where* these students went so an **exit reason** needs to be added. You can enter in advance, starting on May 14th.

If you have students who are **NOT** returning to your site in 18/19. They are moving or transferring to another IUSD site. Complete the following:

Student Data _ **Demographics** _ Student Data 1

Students completing school year but **NOT** returning! Leave Status: '**Active**' & follow steps below

Aeries
Student Information System

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Attendance Accounting

Grade Reporting

Standards Based Grades

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Scheduling Process

School Info

Medical History MHS - Anaphylaxis-Peanuts, Autism

Stu# Last Name First Name Middle Name Suffix Sex Grd Age Birthdate

Perm ID# Last Alias First Alias Middle Alias Birth Verif Status

Birth Certificate (1)

Active

1. Click Student Data 1

Residence and Mailing Address

Grid Code ResSchl IntDist TransDist IntDist Exp Dt Name Addr Ver

H1500 Alderwood Elementary (102) Blank = No 3/1/2018

Parent/Guardian Telephone Extn

Name: Ed Lvl: Email: Primary: Father's Work: Mother's Work: Student Contact Info

Student's Email: Student's Mobile:

Track Prog Att Prg 1 Att Prg 2 Dist Enter Dt Schl Enter Dt Schl Leave Dt

A 2/4/2014 8/24/2017

Teacher Locker Records Release SM DM Family Key

176 - Bolinger 3 0 25861 Siblings Sibling Lookup

Ethnicity Race CorrLng RptgLng LangFlu Birth City

N Korean White English English Blank = English Speaking Laguna Hills CA US

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

Next Schl Next Grd Next Tchr Next Trk Sched Grp

Alderwood Elementary (102) 4 Unassigned-Do NOT Delete (0) A

Next Grid Code Next Prg Next Prg 1 Next Prg 2

Next ResSchl Next IntDist Next TransDist

wood Elementary (102) Blank = No

Import From AIR Add Change Delete Update Attendance

Reports Take Student Picture Update Student Picture Quick Print

2. Click CHANGE

3. Enter Next School 975 (if Unknown)
Students transferring to another IUSD school, enter that site number.

4. Enter Leave Date 6/8/2018

Student Data _ Demographics _ Student Data 2



2017-2018 Alderwood Elementary

Robbi Edmonds

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Medical History

MHS - Anaphylaxis-Peanuts, Autism

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
					M	3	8	3/30/2009
Perm ID#	Last Alias	First Alias	Middle Alias		Birth Verif			Status
					Birth Certificate (1)			Active

Student Data 1 Student Data 2

5. Click on Student Data 2

Counted in CBEDS	Stu Email Address	Network Login ID	State Stu ID
Yes		27ByrumHeath	9016097376
Summer Withdrawal	End of Year	Comp Status	
Reason	Leave Date	Next Schl	Status

6. End of Year section, enter the Status (Exit Reason Code) and Next School '0' (if unknown) If transferring to another IUSD school enter that code.

7. Enter Leave Date 6/8/2018

Record Added	Record Source	Old Stu#	Old Perm ID	Competency Tests
7/25/2017 9:17:38 AM	Aeries.NET	9707	0	Test 1: Test 2: Test 3: Test 4: Test 5:
Notes				

Import From AIR Add Change Delete Update Attendance

8. Click Update

Reports Take Student Picture Update Student Picture Quick Print

Common Exit Withdrawal Reasons

160 - Moved within CA or transferred to another school within IUSD

180 - Transferred to Private School in CA

200 – Transferred to school outside of CA

240 – Moved Out of Country

450 – Grade K-6 - If Unknown

140 – Grade 7-12 – If Unknown

If the student completed the school year and will **not** be returning next year **do not** do anything to the **Attendance Enrollment** screen. **You only need to update the Student Data 2 screen.**

Current Attendance Enrollment											
Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	District of IntDist Residence
8/24/2016	E	1		A	113 - Marques		0				
Add New Record											

The **Attendance Audit Listing** report will list students you entered a leave date to, stating the 'Student is active and has a Leave date in STU'. At Month-end print and write the reason why on the report. Reason: *Completed year, not returning to your school.* File 'Audit Listing' with your month-end reports.

ATTENDANCE AUDIT LISTING											P
Stu#	Student Name	Status	Grd	Prg	Trk	Intr Dist	District of Residence	Error			
		I	K		B						
		I	K		B						
			1		B			Student is active and has a Leave date in STU			