

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. Change the next grade field to match the current grade located - Student Data->Demographics screen.
- B. Enter reason for retention in Student Data ->Guidance-> Retentions 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 unless you've been notified they were making a change to their next school of attendance. Change the Next School field (STU.NS) to reflect the new school of attendance.

This does not automatically transfer the student but provides the correct next school assignment. Use the transfer request form <https://forms.iusd.org/Lists/StudentTransferRequest/MyRequests.aspx>, to request Operations transfer the student into the correct database the student will attend.

Please Note - Operations will need to check with student services to confirm there is not a school choice form on file before completing the transfer.

4. Can you 'update' information in 2017/18 ahead of time for next year's data base? **No**

You must wait until the new Aeries 2018/19 database is created to make changes for the new school year. *Information Services will be rolling over Aeries student information from the 2017-2018 school year into the 2018-2019 school year. The tentative date, **end of June**. (I.S. will notify you)*

5. Record Retention

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

Shred items in your Month-end file

- 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)

When to discard attendance records?

2014/2015 discard in * June, 2018

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

- A. Refer to the Attendance Timeline for due dates of reports.
- B. Send in any corrections from prior months.
- C. Follow the same procedures as any other month.
- D. **Print Final Month-end 12 - ' Monthly Attendance Report and Summary'**
- E. Have the principal sign/date the Attendance Summary and **SCAN** to the District office. *** Must have MONTH-END 12 Report before you leave for the summer break!**
- F. File all month-end 12 reports and daily work in your month-end file.
- G. When boxing up this year's attendance month-end files – Verify you have all months, all reports and back-up are included. Include monthly enrollment - class lists/add & drop/enrollment reports. Ind. Sty log and contracts for the current year.

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

How to retain a student in Aeries Web?

Note * If Kindergarten student they **must** have the parent signed Kinder Retention form on file.

1. Go to **Student Data** -> **Demographics**
2. **Click** on **Change**

Aeries
Student Information System

Search students...

Pages Reports Favorites

Filter Pages...

Home

Student Data

Profile

Demographics

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Contacts

Attendance

Attendance Enrollment

Enrollment History

Attendance History

Grades

Guidance

Interventions

Test Scores

Medical

Scheduling

Programs

Other

Reports

Attendance Accounting

Grade Reporting

Standards Based Grades

Supplemental Attendance

Scheduling Process

Page

Comment

Medical History

MHS - Anaphylaxis

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

Student Data 1

Student Data 2

Residence and Mailing Address

Addr. Verif

Change Address

Grid Code

ResSchl

IntDist

TransDist

IntDist Exp Dt

Name Addr Ver

H1501

Alderwood Elementary (102)

Blank = No

2/8/2018

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

4/1/2015

8/26/2015

Teacher

Locker

Records Release

SM

DM

Family Key

186 - McIsaac

0

0

19552

Siblings

Sibling Lookup

Ethnicity

Race

CorrLng

RptgLng

LangFlu

Birth City

State

Country

N

Filipino

English

English

Blank = English Speaking

Hackensack

NJ

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)

3

Unassigned-Do NOT Delete (0)

Next Grid Code

Next Prg

Next Prg 1

Next Prg 2

Next ResSchl

Next IntDist

Next TransDist

Alderwood Elementary (102)

Blank = No

Import From AIR

Ad

Change

Delete

Update Attendance

Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif	Status
102140123				Birth Certificate	

Address	City	State	Zip	Extn	Addr. Verif
Residence:		CA	92603		Addr. Verif
Mailing (same?)					

Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name Addr Ver
H1501	Alderwood Elementary				02/08/2018

Parent/Guardian	Telephone	Extn	Student Contact Info
Name:	Primary:		Student's Email
Ed Lvl:	Father's Work:		Student's Mobile:
Email:	Mother's Work:		

Track	Prog	Att Prg 1	Att Prg 2	Dist Enter Date	Schl Enter Date	Schl Leave Date
A				04/01/2015	08/26/2015	

Teacher	Locker	Records Release	SM	DM	Family Key
Mclsaac			0	0	1955

Ethnicity	Race	CorrLng	RptgLng	LangFlu	Birth City	State	Country
N	400	00	00		Hackensack	NJ	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	2	Unassigned-D		

Next Grid Code	Next Prog	Next Prg 1	Next Prg 2

Next ResSchl	Next IntDist	Next TransDist
Alderwood Elementary		

Update Cancel Quick Print Show/Hide Legal Name

3. Locate **Next Grade** – Click on dropdown arrow -> Change the next grade to **match** the current grade
4. Click on **Update**

Next go to **Student Data** -> **Guidance** -> **Retentions**

5. Click on Icon + Add New Record

The screenshot displays the Aeries Student Information System interface. The top navigation bar includes the Aeries logo, a search bar, and filters for the 2017-2018 school year and Alderwood Elementary. The left sidebar contains a menu with categories: Pages, Reports, and Favorites. Under Pages, there is a 'Filter Pages...' dropdown and a list of links: Home, Student Data, Profile, Demographics, Supplemental, Contacts, Attendance, Attendance Enrollment, Enrollment History, Attendance History, Grades, Guidance, Assertive Discipline, Counseling, Visitation, Retentions, Victims, Discipline Incidents, and Discipline Dashboard. Red arrows point to 'Student Data' and 'Guidance'. Under Guidance, 'Retentions' is highlighted with a red arrow. The main content area shows the 'Retentions' page for Sarah Cabrera, with a 'Print' button and a table header: Date, Code, Tag, Grade, Copy. A red arrow points to the 'Add New Record' button in the table header.

Aeries
Student Information System

2017-2018 Alderwood Elementary

Search students...

Pages Reports Favorites

Filter Pages...

Home

Student Data

Profile

Demographics

Supplemental

Contacts

Attendance

Attendance Enrollment

Enrollment History

Attendance History

Grades

Guidance

Assertive Discipline

Counseling

Visitation

Retentions

Victims

Discipline Incidents

Discipline Dashboard

Retentions

Sarah Cabrera

Page

Medical History

Print

Date Code Tag Grade Copy

Add New Record

Aeries
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2017-2018 Alderwood Elementary

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Guidance

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Counseling

Visitation

Retentions

Retentions

Page

Medical History

Print

Date	Code	Tag	Grade
04/03/2018	<div> Blank At Risk Factors 1 01 At Risk Factors 2 02 At Risk Factors 3 03 At Risk Factors 4 04 Promoted grade PG Retained grade RG </div>	Blank	2

6. Enter Date, Code enter **RG** Retained grade, and **Grade Level**.

7. If any other information needed add in the comment box.