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 <u>unless you've been notified they were making a change to their next school of attendance</u>. Change the <u>Next</u> 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 <u>June</u>. (I.S. will notify you)

5. 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.

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?

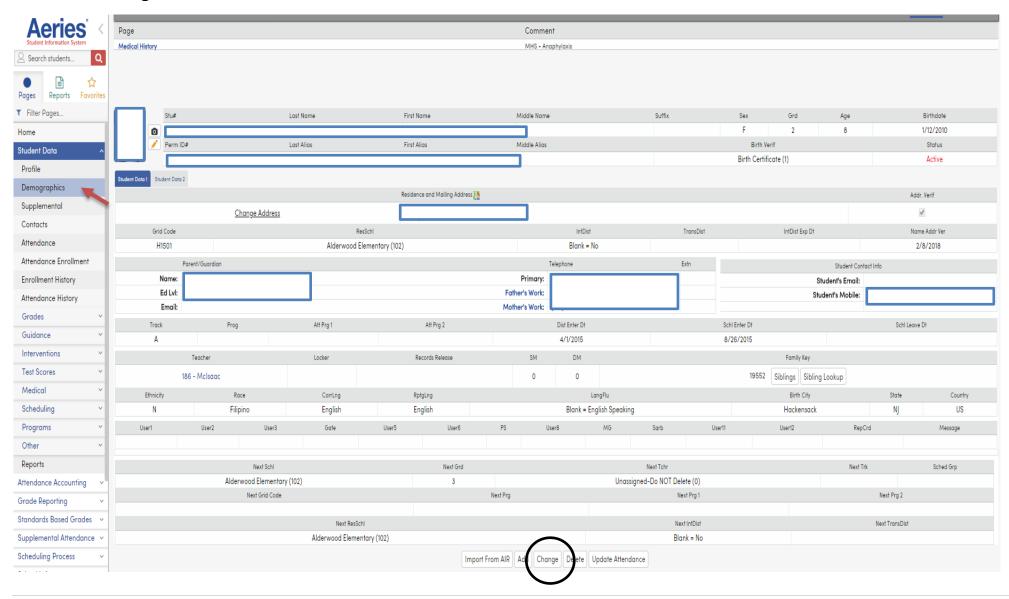
- **A.** Refer to the Attendance Timeline for <u>due dates</u> of reports.
- **B.** Send in any corrections from prior months.
- **C.** Follow the same procedures as any other month.
- D. Print Final Month-end 12 ' Monthly Attendance Report and Summary'
- E. <u>Have the principal sign/date the Attendance Summary</u> 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.

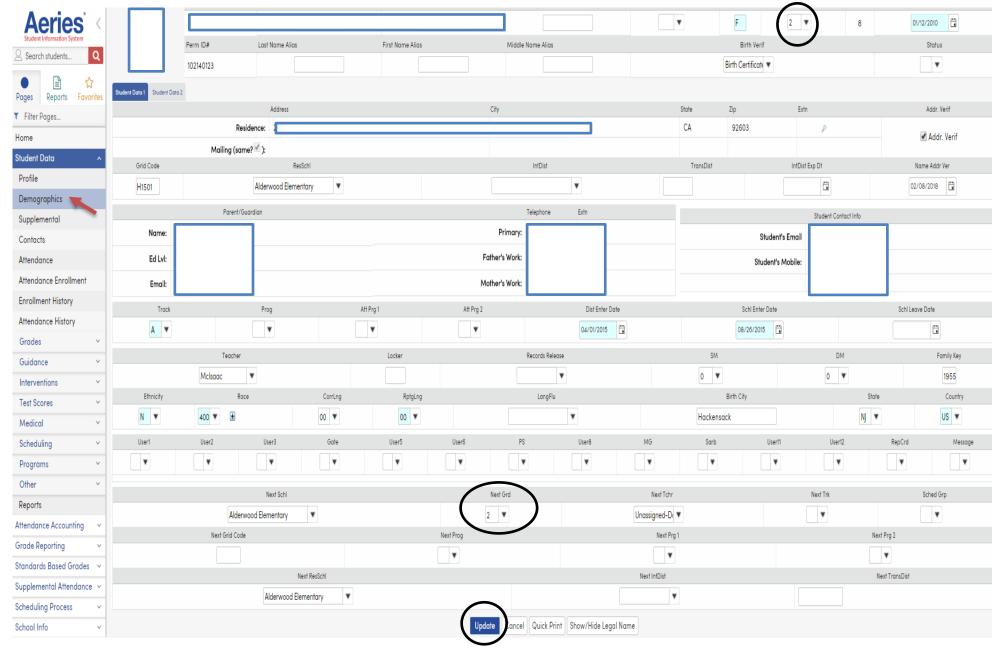
Note If you have any concerns or problems getting this complete before you leave please contact me.

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

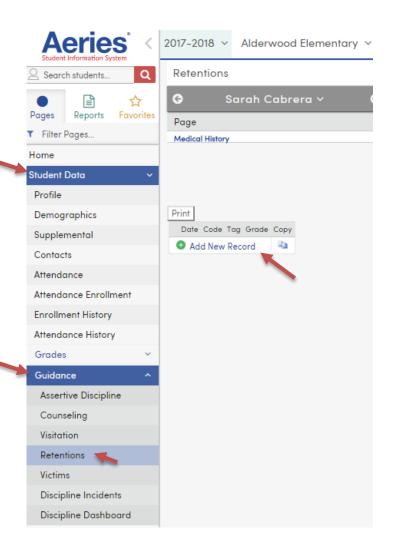


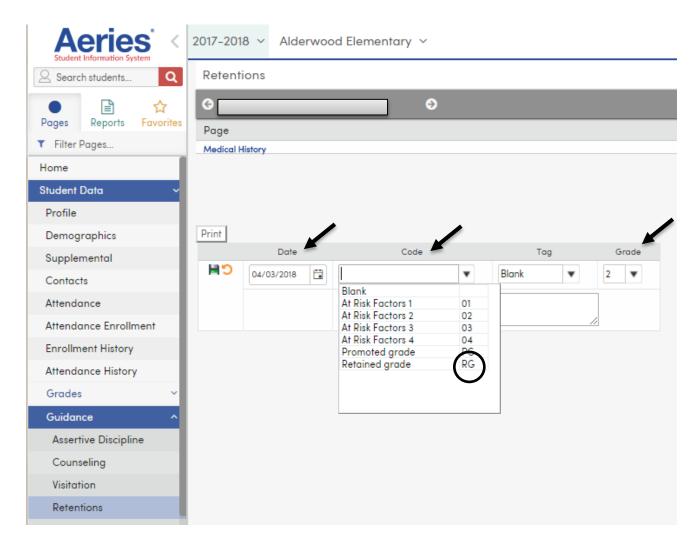


- 3. Locate Next Grade Click on dropdown arrow -> Change the next grade to match the current grade
- 4. Click on Update

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

5. Click on Icon + Add New Record





- 6. Enter Date, Code enter RG Retained grade, and Grade Level.
- 7. If any other information needed add in the comment box.