

AERIES WEB INSTRUCTIONS- HOMELESS STUDENTS

In Aeries.net, on the left hand side of the screen select **Student Data** and then select **Programs**. Select **Special Programs** and **Add New Record**.

1. Select Program Code **191 Homeless Program**
2. Enter **Eligibility Start Date** (date on the MV Enrollment form)
3. Select **Dwelling Type**
 - 100 – Temporary Shelters
 - 110 – Hotels/Motels
 - 120 – Temporary Doubled Up (Not Co-Residing)
 - 130 – Temporarily Unsheltered
4. Select **Runaway** Options
 - Y – Yes
 - N – No
5. Select **Unaccompanied Youth** Options
 - Y – Yes
 - N – No
6. **Comments** (add any additional information regarding the student's homeless situation)

If you are notified a student is no longer homeless, please enter an **Eligibility End Date** for the student record. At the end of the academic school year, all student records will have an exit date.

Please see below for a sample of a completed record.

Program Code		Yrs in Prgm	Hours
191 - Homeless Program		0.0000	0.0000
Start Date		End Date	Services Received
Eligibility	8/22/2017		
Participation			
Status	Enter Grd	Setting	
	0		
Exit Reason		Outcome	
Training Type		Disadvantaged Status	Auth Release Info
School	Homeless Dwelling Type	Runaway	Unaccomp Youth
Irvine Control School	Temporary Shelters	No	No
Comment			
Families Followed			
Add Change Delete			