



Aeries Office Assistant's Meeting Agenda

February 2, 2018

9:00 AM – 11:30 AM

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|--------------------------------|-------------------------------------|---------|
| • Stan Machesky | Update from last meeting | 9:00 AM |
| • Kami Collver/Julie DeLorenzo | Enrollment | 9:15 AM |
| • Becca Lane | SPED Records Requests | 9:35 AM |
| • Barbera Carruthers | SPED (Next school input – HS group) | 9:50 AM |

BREAK 10:00 – 10:10

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| • Student Services | Residency Verification 2018-19
Caregiver Affidavit | 10:10 AM |
| • Robbi Edmondson | Attendance | 10:30 AM |
| • Jason Miles | Front Screen Code Clean-up | 10:45 AM |
| • Debbie Blakemore | Next School / Next Grade

Family Key

Elementary Scheduling | 11:00 AM |

Please Note

✚ Office Assistant's meeting hand-outs will be posted to the intranet.
<https://intranet.iusd.org/infotech/school-clerks.html>

- ✚ EdTech Website/Aeries Web How To's
- Classroom: <https://intranet.iusd.org/edtech/aeries-class.html>
 - Office: <https://intranet.iusd.org/edtech/aeries-office.html>

**Snacks & Water will be provided*