



## Aeries Office Assistant's Meeting Agenda

February 5, 2019

9:00 AM – 12:00 PM

- Laurie Marrujo/Kendall O'Donnell      Immunizations Changes for 2019-2020      9:00 AM
- Jason Miles      U2 Field      9:40 AM
- Barbera Carruthers      SPED      10:00 AM  
Change in Address Procedures (SPED transportation)

### **BREAK 10:10 – 10:20**

- Marla Stark      ELPAC & LDP      10:20 AM
- Touda Bentatou      Raptor      10:35 AM
- Student Services      Residency Verification      10:55 AM  
Military Families  
Report Card/Transcript Requests  
Records Requests
- Robbi Edmondson      Attendance      11:20 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*