

End of the Year

Students that are completing the 18/19 year but have informed you they will not be returning next school year. CALPADS needs to know *where* these students went so an <u>exit reason</u> needs to be added. You can enter in advance, starting on May 13th.

If you have students who are NOT returning to your site in 19/20. They are moving or transferring to another IUSD site. Complete the following:

Student Data _ Demographics _Student Data 1

Students completing school year but **NOT** returning! Leave Status: 'Active' & follow steps below

Aeries Student Information System	Medical History				MHS – Anaphylaxis-Peanuts, Autism									
Search students Q														
Pages Reports Favorites	St	iu#	Last Nar	First Name Middle Name			Suffix		Sex	Grd	Age	Birthdate		
T Filter Pages	0		-,								М	3	8	3/30/2009
Timer Puges	- Pe	erm ID#	Last Alia	s	First Alias	Mi	iddle Alias				Birth	/erif		Status
Home										Birth Certi	ficate (1)		Active	
Student Data ^	Student Data 1 Student	t Data 2												
Profile					Residence and Mailing A	Address 🌉								Addr. Verif
Demographics	1. Click Stud	ent Data 1 nge	Address											×
Supplemental	Grid Code			ResSchl		IntDist				TransDist IntDist Exp Dt			Name Addr Ver	
Contacts	H1500		Ald	erwood Elementary	(102)	Blank = No							3/1/2018	
Attendance		Parent/Guardian				Telephone				Extn		Student Contact Info		
Attendance Enrollment	Name:		Primary:				Student's Email:							
Enrollment History	Email:	Mother's Work:						ঠা	udent's Mobile:	\frown				
Attendance History	Track	Prog	Att Pra	1	Att Prg 2		Dist Ent	er Dt		Sch	hl Enter Dt			Schi Leave Dt
Grades ~	A	5					2/4/2	2014		8/	/24/2017			\bigcirc
Guidance Y		Teacher	Locker		Records Release		SM D	Μ				Family Key		
Interventions ~	1	176 - Bolinger					3	D			25861	Siblings Sibling	Lookup	4. Enter Leave
Test Scores V	Ethnicity	Race	Cor	Lng	RptgLng			LangFlu				Birth City		Dute 0/ 1/ 2013
Medical ~	N	Korean White	Enç	lish	English		Blank = English Speaking		king	1		Laguna Hills		CA US
Scheduling ~	User1	User2	User3 Ga	te User5	User6	PS	User8	MG	Sarb	User11		User12	RepCrd	Message
Programs ~														
Other ~		Nex	xt Schl		Next Grd				Next Tch				Next Trk	Sched Grp
Reports		Alderwood E	lementory (102)	4	4 Unassig			igned-Do NC	ined-Do NOT Delete (0)			A		
Attendance Accounting ~	Next Grid Code					Next Prg			Next Prg 1				Next Prg 2	
Grade Reporting ~	S. Enter Next School 975 (if Unknown) Next ResSchl									Next IntDist			Next TransDist	
Standards Based Grades 🗸 🗸		Students tr	ransferring	od Elementary (102))	(\frown			Blank = No				
Supplemental Attendance 🗸		to another school. ent	IUSD ter that site		Import	From AIR Add	Change	elete Update	Attendance	_				
Scheduling Process v		number.			Doporte	Take Student Di		2. Click	CHANGE	1				
School Info v					Reports	Take Student Fit	opuu	e ordueni Ficiule						

Aeries 2017-2018 V Alderwood Elementary V Robbi Edmonds 🗸 😗 🌐 Student Information System Demographics 8 ឋ Search students.. Q Heath Byrum ~ € G Flags 🚺 Programs O Ð ☆ Pages Reports Favorites Page Comment T Filter Pages... MHS - Anaphylaxis-Peanuts, Autism Medical History Home Student Data Profile Birthdate Stu# Last Name First Name Middle Name Suffix Grd Sex Age Demographics 3/30/2009 Μ 3 8 0 Supplemental Last Alias First Alias Middle Alias Birth Verif Status Perm ID# Contacts Birth Certificate (1) Active Attendance Student Data 1 Student Data 2 Attendance Enrollment Counted in CBEDS Stu Email Address Network Login ID State Stu ID 5. Click on Student Data 2 Yes 27ByrumHeath 9016097376 Enrollment History Summer Withdrawal End of Year Comp Status Attendance History Leave Date Next Schl Next Schl Code Leave Date Status Date Reason Grades V 7. Enter Leave Guidance V Date 6/7/2019 Record Added **Record Source** Old Stu# Old Perm ID 6. End of Year section, enter the Status (Exit Reason Code) and Next School '0' 7/25/2017 9:17:38 AM Aeries.NET 9707 0 Interventions v (if unknown) If transferring to another Notes Competency Tests IUSD school enter that code. **Test Scores** v Test 1: Test 2: Medical V Test 3: Test 4: Scheduling V Test 5: Programs \mathbf{v} Import From AIR Add Change Delete Update Attendance Other v Reports Take Student Picture Update Student Picture Quick Print 8. Click Update Reports

Student Data _ Demographics _Student Data 2

Common Exit Withdrawal Reasons						
160 - Moved within CA or transferred to another school within IUSD						
180 - Transferred to Private School in CA						
200 – Transferred to school outside of CA						
240 – Moved Out of Country						
450 – Grade K-6 - If Unknown DO NOT USE !						
140 – Grade K-12 – If Unknown						

If the student completed the school year and will **not** be returning next year **do not** do anything to the **Attendance Enrollment** screen. **You only need to update the Student Data 2 screen.**

Current Attendance Enrollment											
											District of
	Date	Ent/Lv	Grd	Prg Trk	Teacher	Reason Next	tSchl AttPgm	1 AttPgm2	RptgSchl	IntDist	Residence
2	8/24/2016	E	1	А	113 - Marques		0				
+	Add New Record										

The **Attendance Audit Listing** report will list students you entered a leave date to, stating the '*Student is active and has a Leave date in STU*'. At Month–end print and write the reason why on the report. Reason: *Completed year, not returning to your school.* File 'Audit Listing' with your month-end reports.

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	T LISTING	Р					
Stu#	Student Name	Status	Grd Pr	Int og Trk Dis	r Districtof It Residence En	ror	
		I	K	В			
		I.	K	В			
			1	В	St	udent is active and has a Leave date in STU	