# **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.** <u>Change the next grade field</u> 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 <a href="https://forms.iusd.org/Lists/StudentTransferRequest/MyRequests.aspx">https://forms.iusd.org/Lists/StudentTransferRequest/MyRequests.aspx</a>, 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 2018/19 ahead of time for next year's database? No

You **must wait** until the new Aeries 2019/20 database is created to make changes for the new school year. Information Services will be rolling over Aeries student information from the 2018-2019 school year into the 2019-2020 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?

2015/2016 or earlier you can discard in \* June, 2019

#### 6. What do I do to close out Month-end Attendance for the year?

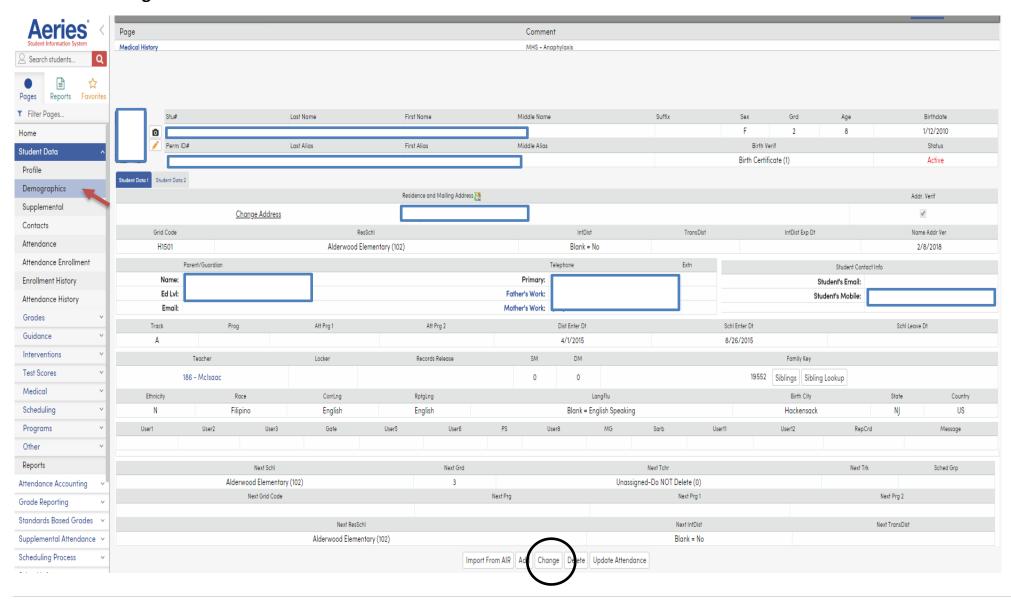
- A. Refer to the Attendance Timeline for <u>due dates</u> of reports.
- **B.** Send in any corrections from prior months.
- **C.** Follow the same procedures as any other month.
- D. Print Final Month-end 12 ' Monthly Attendance Report and Summary'
- E. <u>Have the principal sign/date the Attendance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

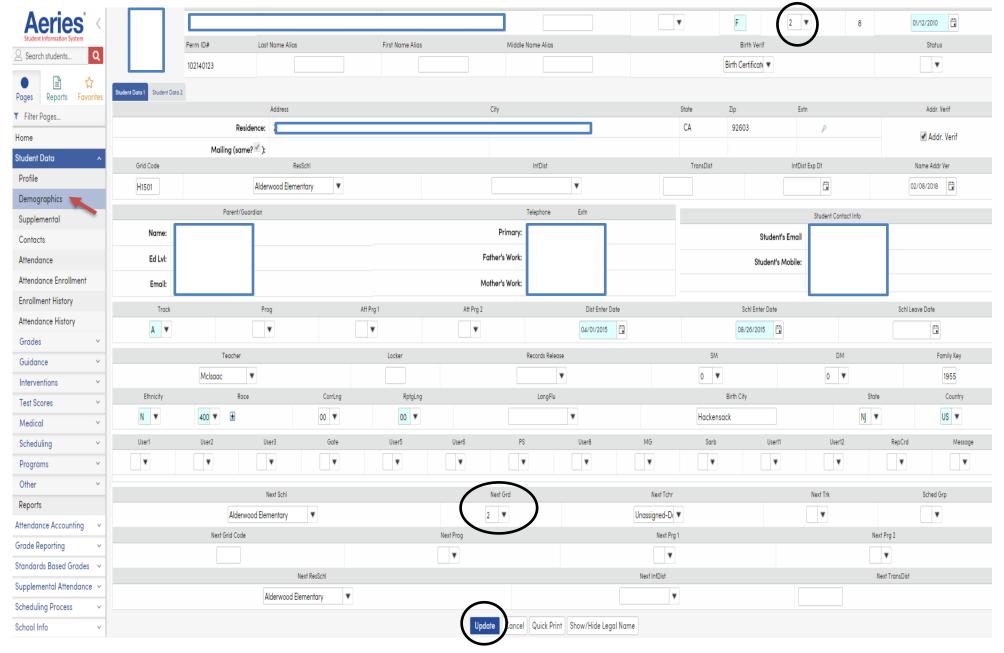
<sup>\*</sup>Note\* If you have any concerns or problems getting this complete before you leave please contact me.

#### 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

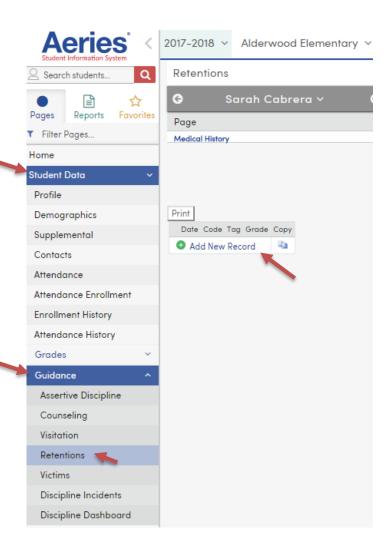


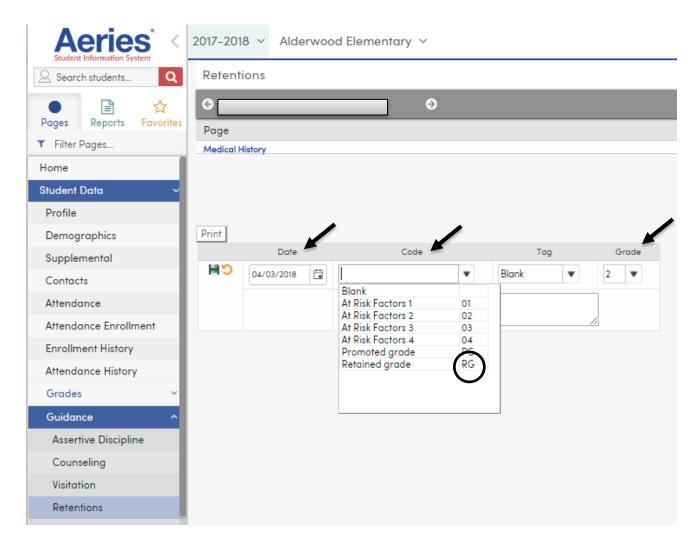


- 3. Locate Next Grade Click on dropdown arrow -> Change the next grade to match the current grade
- 4. Click on Update

# **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.