

# 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. Change the next grade field 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 unless you've been notified they were making a change to their next school of attendance. Change the Next 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 <https://forms.iusd.org/Lists/StudentTransferRequest/MyRequests.aspx>, 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 June**. (I.S. will notify you)*

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## 5. Record Retention

You must keep attendance records for **3 year plus the current year** 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?

- Refer to the Attendance Timeline for due dates of reports.
- Send in any corrections from prior months.
- Follow the same procedures as any other month.
- Print Final Month-end 12 - ' Monthly Attendance Report and Summary'**
- Have the principal sign/date the Attendance Summary and **SCAN** to the District office. **\* Must have MONTH-END 12 Report before you leave for the summer break!**
- File all month-end 12 reports and daily work in your month-end file.
- 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.

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

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## 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**

**Aeries**  
Student Information System

Search students...

Pages Reports Favorites

Filter Pages...

Home

Student Data

Profile

**Demographics**

Supplemental

Contacts

Attendance

Attendance Enrollment

Enrollment History

Attendance History

Grades

Guidance

Interventions

Test Scores

Medical

Scheduling

Programs

Other

Reports

Attendance Accounting

Grade Reporting

Standards Based Grades

Supplemental Attendance

Scheduling Process

Page Comment

Medical History MHS - Anaphylaxis

Stu# Last Name First Name Middle Name Suffix Sex Grd Age Birthdate

Perm ID# Last Alias First Alias Middle Alias Birth Verif Status

Birth Certificate (1) Active

Student Data 1 Student Data 2

Residence and Mailing Address

Change Address

Grid Code ResSchl IntDist TransDist IntDist Exp Dt Name Addr Ver

H1501 Alderwood Elementary (102) Blank = No 2/8/2018

Parent/Guardian Telephone Extn

Name: Ed Lvl: Email: Primary: Father's Work: Mother's Work: Student Contact Info

Student's Email: Student's Mobile:

Track Prog Att Prg 1 Att Prg 2 Dist Enter Dt Schl Enter Dt Schl Leave Dt

A 4/1/2015 8/26/2015

Teacher Locker Records Release SM DM Family Key

186 - McIsaac 0 0 19552 Siblings Sibling Lookup

Ethnicity Race CorrLng RptgLng LangFlu Birth City State Country

N Filipino English English Blank = English Speaking Hackensack NJ US

User1 User2 User3 Gate User5 User6 PS User8 MG Sarb User11 User12 RepCrd Message

Next Schl Next Grd Next Tchr Next Trk Sched Grp

Alderwood Elementary (102) 3 Unassigned-Do NOT Delete (0)

Next Grid Code Next Prg Next Prg 1 Next Prg 2

Next ResSchl Next IntDist Next TransDist

Alderwood Elementary (102) Blank = No

Import From AIR Add Change Delete Update Attendance

Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif	Status
102140123				Birth Certificate	
Student Data 1 Student Data 2					
Address		City	State	Zip	Extn
Residence:			CA	92603	
Mailing (same?)					Addr. Verif
Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name Addr Ver
H1501	Alderwood Elementary				02/08/2018
Parent/Guardian		Telephone		Extn	
Name:		Primary:			
Ed Lvl:		Father's Work:			
Email:		Mother's Work:			
Student Contact Info					
Student's Email					
Student's Mobile:					
Track	Prog	Att Prg 1	Att Prg 2	Dist Enter Date	Schl Enter Date
A				04/01/2015	08/26/2015
Teacher		Locker	Records Release	SM	DM
McIsaac				0	0
Ethnicity	Race	CorrLng	RptgLng	LangFlu	Birth City
N	400	00	00		Hackensack
State	Country				
NJ	US				
User1	User2	User3	Gate	User5	User6
PS	User8	MG	Sarib	User11	User12
RepCrd	Message				
Next Schl		Next Grd	Next Tch	Next Trk	Sched Grp
Alderwood Elementary		2	Unassigned-D		
Next Grid Code		Next Prog	Next Prg 1	Next Prg 2	
Next ResSchl		Next IntDist	Next TransDist		
Alderwood Elementary					
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Quick Print"/> <input type="button" value="Show/Hide Legal Name"/>					

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

The screenshot displays the Aeries Student Information System interface. The top header shows the school year '2017-2018' and the school name 'Alderwood Elementary'. The left sidebar contains a navigation menu with the following items: Home, Student Data, Profile, Demographics, Supplemental, Contacts, Attendance, Attendance Enrollment, Enrollment History, Attendance History, Grades, Guidance, Assertive Discipline, Counseling, Visitation, Retentions, Victims, Discipline Incidents, and Discipline Dashboard. The 'Student Data' and 'Guidance' items are expanded, and the 'Retentions' item is selected. The main content area shows the 'Retentions' page for a student named 'Sarah Cabrera'. Below the student name, there is a 'Print' button and a table with columns 'Date', 'Code', 'Tag', 'Grade', and 'Copy'. The 'Add New Record' button is highlighted with a red arrow.

**Aeries**  
Student Information System

2017-2018 Alderwood Elementary

Search students...

Pages Reports Favorites

Filter Pages...

Home

**Student Data**

Profile

Demographics

Supplemental

Contacts

Attendance

Attendance Enrollment

Enrollment History

Attendance History

Grades

**Guidance**

Assertive Discipline

Counseling

Visitation

**Retentions**

Victims

Discipline Incidents

Discipline Dashboard

Retentions

Sarah Cabrera

Page

Medical History

Print

Date Code Tag Grade Copy

+ Add New Record

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2017-2018 Alderwood Elementary

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Attendance Enrollment

Enrollment History

Attendance History

Grades

**Guidance**

Assertive Discipline

Counseling

Visitation

Retentions

### Retentions

Page

Medical History

Print

Date	Code	Tag	Grade
04/03/2018	<div> Blank  At Risk Factors 1 01  At Risk Factors 2 02  At Risk Factors 3 03  At Risk Factors 4 04  Promoted grade PG  Retained grade <b>RG</b> </div>	Blank	2

6. Enter Date, Code enter **RG** Retained grade, and **Grade Level**.

7. If any other information needed add in the comment box.