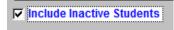## Closing Out the Academic School Year in Aeries
- ✓ CALPADS reports data by academic school year, throughout the year.
- ✓ Data is uploaded to CALPADS every couple days. Insure data is accurate for all students, staff, courses, schedules, etc.
- ✓ Correct data prior to "closing out" the year before rollover
- ✓ If the student is not returning the following school year, close out the 2016-17 enrollment record with the appropriate exit reason. We can always bring their record forward. Otherwise, leave the student record and let it roll over to the next year.

** Once the rollover is complete, **DO NOT** make changes to the prior year Aeries database. These changes will not be picked up for reporting.

Leave Reasons Interpreted as Dropouts (Gr 7-12)

Code	Description
140	Withdrew, no participation in an academic program known enrollment
160	*Lost transfer. Student was expected to transfer to another California public school and did not re-enroll in the state for the returning year.
270	Enroll in adult ed then dropped
300	Expelled with no further participation in an academic program
360	Completed gr 12, did not graduate
380	Enter institution, not for HS diploma
400	Other (count as dropout)

Query for potential dropouts

*Important: Check the box to include inactive students as the students are no longer "active". Remember to deselect the option or you will obtain results for active and inactive students.

☑ **Include Inactive Students**

A query for potential dropouts with comments.

LIST STU ATT STU.CID STU.SN STU.LN STU.FN STU.LD STU.CO ATT.RS IF ATT.CD = L AND (ATT.RS = 140 OR ATT.RS = 270 OR ATT.RS = 300 OR ATT.RS = 360 OR ATT.RS = 380 OR ATT.RS = 400)

*Note: If a student has a comment, a record will display regardless of the exit reason.

When a cum file is requested and the original exit reason falls within one of the dropout codes, change the code to the proper exit reason in the attendance screen. This will update CALPADS.

Note: If the cum is requested after the new year, please let us know so we may update CALPADS.

Matriculating Students (Gr. 6 and Gr. 8)

- ✓ IT will mass change matriculating students after grades are moved to history (after June15th).
- ✓ Eighth grade students will be matriculated (coded) on June 15th as having completed the highest grade level at your site. If you have data in the End of the Year field (i.e., student moves out of state – code 200), the change will not overwrite the data.

Graduating Students

- ✓ IT will mass change graduating and matriculating students after grades are moved to history (after June15th).
- ✓ Creekside and San Joaquin Schools will key in the completer/graduation exit reasons for all students.
- ✓ IT will NOT overwrite existing records for graduates/completers. Insure the students are coded prior to June 15th.
- ✓ Sites are responsible for validating the exit reason for students who did not receive a standard high school diploma.

High School Students transferring to Adult Transition (Sch 617) or continuing education until 22

- ✓ Student should have a Completion Status of 220 (Certificate of Completion, found on Student Data -> Demographics -> Student Data2 Tab) from the traditional school. **Do not use code 160-transfer**.
- ✓ Student is a Completer and will continue to receive services as an adult. The student has the option to continue their education until they reach the age of 22. Once the student leaves Irvine Adult Transition school, exit reason 125 (Prior Special Ed Completer) will be used.

Reminders
- ✓ DO NOT put an I-inactive in the status tag
- ✓ The student finished the school year and will be counted in attendance for the entire year and will rollover to the new year and/or school.