



Closing Out the Academic School Year in Aeries

- ✓ Correct data prior to “closing out” the year before rollover
- ✓ If the student is not returning the following school year, close out the 2017-18 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.