

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.
- 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. If you have Program 'G' students what do you need to do in Aeries? (These students attend more than one site to take advance classes or courses not available at their home school.

- A. **Student data 1 - Change the Next School field (STU.NS) to **975****
 - B. **Student data 2** screen enter the last day of school **_Leave date:** **6/09/2017** Under section *"End of Year"* Enter the **Status:** **160** and the **Next School:** **0**.
-

5. Can you 'update' information in 2016/17 ahead of time for next year's data base? **No**

You **must wait** until the new Aeries 2017/18 database is created to make changes for the new school year. *Information Services will be rolling over Aeries student information from the 2016-2017 school year into the 2017-2018 school year. The tentative date **end of June**. (I.S. will notify you)*

6. 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, etc.)

When to discard attendance records?

2013/2014 discard in * June, 2017

7. 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, **Update Aeries**, Reconcile Attendance & Enrollment, Print the preliminary reports for months 12. (Unverified Absence, Audit Listing, Gains & Loss Reconcile and Prelim. Attendance Summary)
- When you finish reconciling month-end **Email Robbi** saying you are complete.
- Print Final Month-end 12 - 'Monthly Attendance Report and Summary'**
- Have the principal sign/date the Attendance Summary and **SCAN** to the District office **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.

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' 2016-2017 Alderwood Elementary Welcome Robbi Edmonds

STUDENT FLAGS
Home
▼ MY FAVORITES (5)
Print Attendance Audit Listing
Print Gain And Loss Report
Print Missing Attendance
Print Monthly Attendance Report
Print Monthly Attendance Summary
Edit My Favorites
▼ STUDENT DATA
Profile
Demographics
Supplemental
Contacts
Attendance
Attendance Enrollment
Enrollment History
Grades
Guidance
Interventions
Test Scores
Medical
Scheduling
Programs
Other
Reports
ATTENDANCE ACCOUNTING
GRADE REPORTING
STANDARDS BASED GRADES
SUPPLEMENTAL ATTENDANCE
SCHEDULING PROCESS
SCHOOL INFO
DISTRICT ASSETS
TEACHER EMULATION
View All Reports
View All Forms
Query
Change School
Log Out





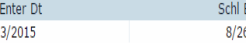

Student Data 1 **Student Data 2**

Student Demographics

Residence and Mailing Address  Addr. Verif ☒

[Change](#)

Grid Code H1503 ResSchl Alderwood Elementary (102) IntDist Blank = No TransDist IntDist Exp Dt 2/17/2017 Name Addr Ver 2/17/2017

Parent/Guardian Name  Telephone  Extn Student Contact Info
Ed Lvl  Primary:  Student's Email:
Father's Work:  Student's Mobile:
Mother's Work: 

Track A Prog Att Prg 1 Att Prg 2 Dist Enter Dt 4/13/2015 Schl Enter Dt 8/26/2015 Schl Leave Dt

Teacher 113 - Marques Locker Records Release SM 0 DM 0 Family# 2324 Siblings

Ethnicity N Race Chinese White CorrLng RptgLng English LangFlu Blank = English Speaking Birth City Newport Beach State CA Country US

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

Next Schl Alderwood Basics Plus School (102) Next Grd 2 Next Tchr Unassigned (0) Next Trk Sched Grp

Next Grid Code Next Prg Next Prg 1 Next Prg 2

Next ResSchl Alderwood Elementary (102) Next IntDist Blank = No Next TransDist

[Add](#) [Change](#) [Delete](#) [Update Attendance](#)

[Reports](#) [Take Student Picture](#) [Upload Student Picture](#) [Quick Print](#)

Aeries Web Version 7.17.3.20 Copyright © 1999-2017 Aeries Software. All Rights Reserved.

Aeries 2016-2017 Alderwood Elementary Welcome Robbi Edmonds

STUDENT FLAGS
Home
▼ MY FAVORITES (5)
Print Attendance Audit Listing
Print Gain And Loss Report
Print Missing Attendance
Print Monthly Attendance Report
Print Monthly Attendance Summary
Edit My Favorites
▼ STUDENT DATA
Profile
Demographics
Supplemental
Contacts
Attendance
Attendance Enrollment
Enrollment History
► Grades
► Guidance
► Interventions
► Test Scores
► Medical
► Scheduling
► Programs
► Other Reports
► ATTENDANCE ACCOUNTING
► GRADE REPORTING
► STANDARDS BASED GRADES
► SUPPLEMENTAL ATTENDANCE
► SCHEDULING PROCESS
► SCHOOL INFO
► DISTRICT ASSETS
► TEACHER EMULATION
View All Reports
View All Forms
Query
Change School
Log Out

Stu# Last Name First Name Middle Name Legal Suffix Sex Grd Age Birthdate
Perm ID# Last Name Alias First Name Alias Middle Name Alias Birth Verif Status
Birth Certificate

Student Data 1 Student Data 2

Student Demographics
Address City State Zip Extn Addr. Verif
Residence: Addr. Verif

Mailing (same?):
Grid Code ResSchl IntDist TransDist IntDist Exp Dt Name Addr Ver
H1503 Alderwood Elementary 02/17/2017

Parent/Guardian Telephone Extn Student Contact Info
Name: Primary: Student's Email
Ed Lvl: Father's Work: Student's Mobile:
Mother's Work:

Track Prog Att Prg 1 Att Prg 2 Dist Enter Date Schl Enter Date Schl Leave Date
A 201 00 04/13/2015 08/26/2015

Teacher Locker Records Release SM DM Family#
Marques 0 0 2324

Ethnicity Race CorrLng RptgLng LangFlu Birth City State Country
N 201 00 Newport Beach CA US

User1 User2 User3 Gate User5 User6 PS User8 MG Sarb User11 User12 RepCrd Message
0 0 0 0 0 0 0 0 0 0 0 0

Next Schl Next Grd Next Tchr Next Trk Sched Grp
Alderwood Basics Plus School 2 Unassigned 0

Next Grid Code Next Prog Next Prg 1 Next Prg 2
0 0 0 0

Next ResSchl Next IntDist Next TransDist
Alderwood Elementary 0 0

Update Cancel Quick Print 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 shows the Aeries web application interface. The top header displays the school name '2016-2017 Alderwood Elementary' and the user 'Welcome Robbi Edm'. The left sidebar contains a navigation menu with sections like 'STUDENT FLAGS', 'MY FAVORITES (5)', 'STUDENT DATA', and 'Guidance'. The 'Retentions' link is highlighted under the 'Guidance' section. The main content area shows the 'Retentions' form. A red arrow points to the 'Retentions' link in the sidebar, and a black arrow points to the 'Add New Record' button in the main form.

The screenshot shows a close-up of the 'Add New Record' form. The form has fields for 'Date', 'Code', 'Tag', and 'Grade'. The 'Date' field is set to '03/30/2017'. The 'Code' field has a dropdown menu open, showing options: 'Blank', 'At Risk Factors 1', 'At Risk Factors 2', 'At Risk Factors 3', 'At Risk Factors 4', 'Promoted grade', and 'Retained grade'. The 'Retained grade' option is circled. The 'Tag' field is set to 'Blank'. The 'Grade' field is set to '1'. Arrows point to the 'Date', 'Code', and 'Grade' fields.

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

Ask Administrator which code and date to use.

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