



End of the Year

Students that are completing the 16/17 year but have informed you they will **not** be returning next school year. CALPADS needs to know *where* these students went so an exit reason needs to be added.

If you have students who are **NOT** returning to your site in 17/18. They are moving or transferring to another IUSD site. Complete the following:

Student Data _ **Demographics** _ Student Data 1 Students completing school year but **NOT** returning! Leave Status: '**Active**' & follow instructions

Aeries SIS 2015-2016 Alderwood Elementary

Welcome Robbi Edmonds
My Options

STUDENT FLAGS
Home
MY FAVORITES (0)
STUDENT DATA
Profile
Demographics
Supplemental
Contacts
Attendance
Attendance Enrollment
Enrollment History
Grades
Guidance
Interventions
Test Scores
Medical
Scheduling
Programs
Other
Reports

1. Click Student Data 1

2. Click CHANGE

3. Enter Next School 975 (if Unknown)
Students transferring to another IUSD school, enter that site number.

4. Enter Leave Date 6/9/2017

Status Active

Leave Dt

Next Sch

Next Grd

Next Tch

Next Trk

Sched Grp

Next Prg

Next Prg 1

Next Prg 2

Next IntDist

Next TransDist

Change **Delete** **Update Attendance** **Reports** **Take Student Picture** **Upload Student Picture**

2015-2016 Alderwood Elementary 5/9/2016

Student Data 1 (STU) **Student Data 2 (STU)** **Student Data 3 (STU)** **Secondary Student Data (SSD)** **Links** **Legal Info**

Stu# **Last Name** **First Name** **Middle Name** **Suffix** **Student ID** **Sex** **Grade** **Birthdate** **Age**

Parent/Guardian **Area/Telephone** **Fathers Work** **Extn** **Mothers Work** **Extn** **Name/Addr Ver** **Verified** **Status**

Residence and Mailing Address **GridCd** **Interdist xfer / District** **Leave Date**

Change or Validate Address **Address History** **Schl Enter Dt** **Dist Enter Dt**

Teacher Number **Name** **Locker** **Res Schl** **NxtSchl** **NxtGrd** **NxtTch** **NxtTrk** **Rcd Rel** **ParEd**

CorrLng **RptgLng** **LangFlu** **Track** **Prog** **Att Prg 1** **Att Prg 2** **Ethnicity** **Race**

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

Check Status **Show Inactives** **Show**

1 Attendance **2 Supplemental** **3 Medical** **4 Discipline** **5 Siblings** **6 Contacts** **7 Quick Con** **8 Acad Plan** **9 Enroll Hist**

7 Tests **8 Fees** **9 Assessmnt** **0 Counseling** **E SpecEd** **H Language** **I Interventions** **S Programs** **Z Crs Req**

J Classes **K Grades** **L Transcript** **M Misc** **N CrsAttend** **O College** **T GATE** **Q DST Info** **Extra Actv**

LOCATE **UPDATE** **Print Preview** **OTHER**

Backward **Get** **Forward** **Add** **Change** **Delete** **UpdATT** **Print** **eXit** **Reports**

Student Data _ Demographics _ Student Data 2

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Welcome Robbi Edmond

STUDENT FLAGS

- Home
- MY FAVORITES (6)
 - Print Attendance Audit Listing
 - Print Gain And Loss Report
 - Print Missing Attendance
 - Print Monthly Attendance Report
 - Print Monthly Attendance Summary
 - Print Students Absent Today
 - 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 2

1. Click on Student Data 2

2. End of Year section, enter the Status (Exit Reason Code) and Next School '0' (if unknown) If transferring to another IUSD school enter that code.

3. Enter Leave Date 6/9/2017

4. Click Update

Update Cancel Quick Print Show/Hide Legal Name

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Student Data 1 (STU) Student Data 2 (STU) **Student Data 3 (STU)** Secondary Student Data (SSD) Links Legal Info

Stu# Last Name First Name Middle Name Suffix Student ID Sex Grade Birthdate Age

0 000000 000000000 7826 F 3 7/06/2007 8

LastSchl Old Stu# Old Student ID Old State ID SchedGrp Msg Family Key CompetencyTests S/M D/M

0 000000 000000000 7826 0 0

Summer Withdrawal Reason Leave Date Nxt Schl End of Year Status Nxt Schl Completion Status Code Date Leave Date (Drop Out)

0 0 0 0

Interdist Exp Dt Next Interdist District Name Nxt Res Schl Nxt GridCd Nxt Prog NxtPrg1 NxtPrg2

174 G1904

Record Added Date/Time 8/21/2014 12:03:21 PM

Red Flag

Check Status Show Inactives

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts V Quick Con W Acad Plan Y Enroll Hist

7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Language I Interventions S Programs Z Crs Req

J Classes K Grades L Transcript M Misc N CrsAttend O College I GATE Q DST Info Extra Actv


LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

Common Exit Withdrawal Reasons

- 160 - Moved within CA or transferred to another school within IUSD
- 180 - Transferred to Private School in CA
- 200 - Transferred to school outside of CA
- 240 - Moved Out of Country
- 450 - Grade K-6 - If Unknown
- 140 - Grade 7-12 - If Unknown

If the student completed the school year and will **not** be returning next year **do not** do anything to the **Attendance Enrollment** screen. **You only need to update the Student Data 2 screen.**

Current Attendance Enrollment											
Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	District of IntDist Residence
8/24/2016	E	1		A	113 - Marques		0				
 Add New Record											

The **Attendance Audit Listing** report will list students you entered a leave date to, stating the ‘*Student is active and has a Leave date in STU*’. At Month–end print and write the reason why on the report. Reason: *Completed year, not returning to your school*. File ‘Audit Listing’ with your month-end reports.

ATTENDANCE AUDIT LISTING									
Stu#	Student Name	Status	Grd	Prog	Trk	Intr Dist	District of Residence	Error	
		I	K		B				
		I	K		B				
			1		B			Student is active and has a Leave date in STU	