

Home & Hospital

New Program Codes: *New process* to keep Home & Hospital students enrolled in their home school rather than transferring them to site 650.

Program 'R' - **Home & Hospital** is a program for short term illness not to exceed **45** days.

Program 'T' - Special Ed - **Home Instruction** students program is not limited; it is governed by the student(s) IEP. Whatever it says; we accommodate.



Program 'R' = Referred to Home and Hospital

Program 'T' = SpEd on Home Program

Rebecca Roberts, Director of Alt Ed will email you the 'Home & Hospital' student information and start and stop dates. Use this email as your source document. Print it and retain with your student records. (See example below)

To: Portola Springs Elementary School
Re: Notice of Student Receiving Home & Hospital Teaching Services

Student: [REDACTED]	School: Portola Springs Elementary School
Grade: 5th	Permanent ID:
Home Teacher Assigned: Brooks McKee	
Start Date: 09/20/2016	End Date: 09/28/2016

[REDACTED] will remain enrolled in Natalie Glassford's class and Natalie collaborate with Brooks McKee.

Please contact Robbi Edmondson for next steps with attendance reporting and program change during the period of time that this student is receiving Home Hospital services.

Please let us know if you have any questions,

Rebecca Roberts, Director of Alternative Education
Lynda Smith, Secretary for San Joaquin Schools and Home Hospital

Note: If the student returns to the regular school early, the date entries in Aeries will have to be adjusted. Also applies if Home Hospital is extended.

Outline of Steps

1. Locate student record
2. Go to Attendance Enrollment
3. Add a leave line to exit this student from the *regular* program, add exit reason **440**.
4. Add a enter line to change the program code to 'R' or 'T'
(Start date on email)
5. Add a leave line to exit student from program 'R' or 'T', add exit reason **440**. (Leave date on email)
6. Add a enter line to return student to the *regular* program, so student will be on the class roster on his first day back to school.
7. Enter Attendance codes to the days student is enrolled in Home & Hospital.

How to enter 'Home & Hospital' to 'Aeries Web' student record?

Go to **Student Data** and do a **'Search'** for student record.

Next, Go to Student Data 'Attendance Enrollment' tab

Click Add New Record

The screenshot shows the Aeries web interface for Alderwood Elementary. The 'Attendance Enrollment' page is active. The left sidebar shows the 'STUDENT DATA' menu with 'Attendance Enrollment' selected. The main content area displays a table for 'Current Attendance Enrollment' with one record for student Abhari on 8/24/2016. An orange arrow points to the 'Add New Record' button below the table.

Enter the exit date to the last day student is was in *regular* program. (Day before starting H&H), Also enter the **exit reason** of **440**. Then **click** on the **save** icon.

The screenshot shows the 'Current Attendance Enrollment' table with two records. The first record is for 9/19/2016 with an exit reason of 440. The second record is for 8/24/2016. A red arrow points to the 'Save' icon (a floppy disk) in the bottom left corner of the table.

Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	District of Residence
9/19/2016	L	6		A	Abhari	440				0		
8/24/2016	E	6		A	955 - Abhari		0					

Repeat process, Click on **Add a new Record**

Enter the **date** the student will **start** H&H program 'R'. Click on the **down arrow** and select the date. Next go to the **Prg** box and enter 'R' or 'T'. Then click on the **save** icon.

Attendance Enrollment																
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID	Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	RptgLng	LangFlu	Status
						1	M	6	12		A			English	Blank = English Speaking	
Teacher	Parent/Guardian		Primary Phone		Father's Work		Mother's Work		AbsLtr	TdyLtr						
Abhari	M								0	0						
Current Attendance Enrollment																
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	District of Residence			
	9/20/2016	E	6	R	A	Abhari					0					
	9/19/2016	L	6		A	955 - Abhari	440	0								
	8/24/2016	E	6		A	955 - Abhari		0								

Active student not currently enrolled in attendance

Repeat process, Click on **Add a new Record**

Enter the **date** the student will **exit** H&H program 'R'. Click on the **down arrow** and select the date. Add **Exit Reason 440**. Then click on the **save** icon.

Attendance Enrollment																
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID	Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	RptgLng	LangFlu	Status
						1	M	6	12		A			English	Blank = English Speaking	
Teacher	Parent/Guardian		Primary Phone		Father's Work		Mother's Work		AbsLtr	TdyLtr						
Abhari									0	0						
Current Attendance Enrollment																
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	District of Residence			
	9/28/2016	L	6	R	A	Abhari	440				0					
	9/20/2016	E	6		A	955 - Abhari		0								
	9/19/2016	L	6		A	955 - Abhari	440	0								
	8/24/2016	E	6		A	955 - Abhari		0								

Program code does not match current enrollment record

Repeat process, Click on **Add a new Record**

Enter the **date** the student will **enter regular** program. Click on the **down arrow** and select the date. Click on the **save** icon.

Attendance Enrollment																
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID	Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	RptgLng	LangFlu	Status
						1	M	6	12		A			English	Blank = English Speaking	
Teacher	Parent/Guardian		Primary Phone		Father's Work		Mother's Work		AbsLtr	TdyLtr						
Abhari	M								0	0						
Current Attendance Enrollment																
	Date	Ent/Lv	Grd	Prg	Trk	Teacher	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	District of Residence			
	9/29/2016	E	6		A	Abhari					0					
	9/28/2016	L	6	R	A	955 - Abhari	440	0								
	9/20/2016	E	6		A	955 - Abhari		0								
	9/19/2016	L	6		A	955 - Abhari	440	0								
	8/24/2016	E	6		A	955 - Abhari		0								

Program code does not match current enrollment record

Verify information posted correctly. Check program 'R' Home & Hospital dates are correct. Student is returning to regular school on 9/29/2016 in this example.

The screenshot shows the Aeries interface for Alderwood Elementary in 2016-2017. On the left, the 'STUDENT DATA' menu is expanded, with 'Attendance Enrollment' highlighted. The main area displays a table of attendance records for a student with Perm ID 955 - Abhari. The records show enrollment on 9/29/2016 and subsequent absences on 9/28/2016 and 9/19/2016. Two arrows point to the 'Reason' column for these dates, which is '440'. Below the table is an 'Add New Record' button.

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	Residence
		Abhari			955 - Abhari		0					
					955 - Abhari	440	0					
					955 - Abhari		0					
					955 - Abhari	440	0					
					955 - Abhari		0					

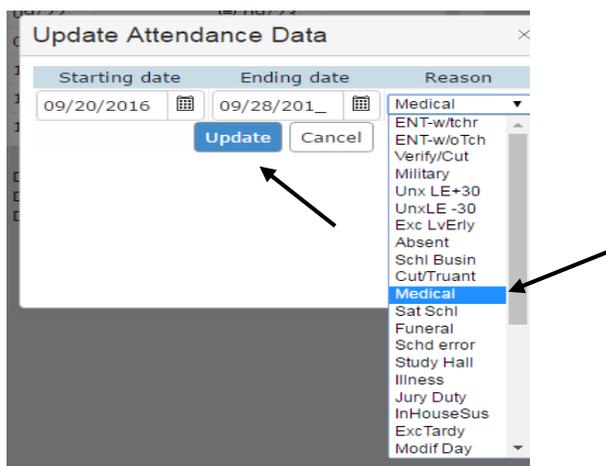
Final step is to add attendance "D" (Medical excused) code to the days the student is enrolled in Home & Hospital.

Click on Student Data _ Attendance tab Click on Update ATT Data

The screenshot shows the 'Attendance' tab in the Aeries interface. The left sidebar has 'Attendance' selected. The main area displays a calendar view of attendance records from 08/01 to 10/21. The date 09/20 is highlighted in yellow. Below the calendar, there are buttons for 'Update ATT Data' (circled), 'Quick Print', 'Print Attendance Notes', and 'Print Readmit Slip'. Summary statistics show 19 days enrolled, 1 day excused, 0 days tardy, and 0 days suspended. A table on the right shows the attendance code 'I' for 'Illness' with a count of 1, and a total of 1 excused day and 0 unexcused days.

Code	Description	All
I	Illness	1
*TOTALS*		
	EXCUSED	1
	UNEXCUSED	0

Enter the Home & Hospital date range and "D" (Medical) absence reason code **Click Update**



Attendance Added

All days the student is out on Home & Hospital are mark with the 'D' Medical absence code.

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	P
						M	6	12	
Teacher		Parent/Guardian			Primary Phone				Father (949)

Attendance
08/01 @ NO SCHOOL
08/02 @ NO SCHOOL
08/03 @ NO SCHOOL
08/04 @ NO SCHOOL
08/05 @ NO SCHOOL
08/08 @ NO SCHOOL
08/09 @ NO SCHOOL
08/10 @ NO SCHOOL
08/11 @ NO SCHOOL
08/12 @ NO SCHOOL
08/15 @ NO SCHOOL
08/16 @ NO SCHOOL
08/17 @ NO SCHOOL
08/18 @ NO SCHOOL
08/19 @ NO SCHOOL
08/22 @ NO SCHOOL
08/23 @ NO SCHOOL
08/24
08/25
08/26
08/29
08/30
08/31
09/01
09/02
09/05 # HOLIDAY
09/06 I Illness
09/07
09/08
09/09
09/12
09/13
09/14
09/15
09/16
09/19
09/20 D Medical
09/21 D Medical
09/22 D Medical
09/23 D Medical
09/26 D Medical
09/27 D Medical
09/28 D Medical
09/29
09/30
10/03
10/04
10/05
10/06
10/07
10/10 # HOLIDAY
10/11
10/12
10/13
10/14
10/17
10/18 # HOLIDAY
10/19
10/20
10/21

Update ATT Data	Quick Print	Days Enrolled: 19	Days Present: 17 (89.4%)	Code Description	All
Print Attendance Notes	Print Readmit Slip	Days Excused: 2	Days Unexcused: 0	D Medical	7
		Days Tardy: 0	Days With Truancies: 0	I Illness	1
		Days Suspended: 0		_*TOTALS*_	
				EXCUSED	8
				UNEXCUSED	0

Your Attendance Month-end reports will now have a **Program R** page.

Portola Springs Elementary

10/11/2016

09:54:04 AM

2016-2017

MONTHLY ATTENDANCE SUMMARY

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Track A Traditional Sch

Month 4 - From 10/03/2016 Through 10/28/2016

Program R Referred to Home Hospital Ed.

Grade	Tchr Level	Tchg Days	A	B	C	D	E	F	G	H	I	J	K	L	M	YEAR TO DATE		
																Total Apport Attend	Days Taught	Total ADA (N/O)
5	2	18	0	1	1	0	1	0	18	18	0	0.00	0.00%	0	0	45	0.00	
5	TOTAL	18	0	1	1	0	1	0	18	18	0	0.00	0.00%	0	0	45	0.00	
TOTAL 4-6		18	0	1	1	0	1	0	18	18	0	0.00	0.00%	0	0	45	0.00	
PROGRAM		18	0	1	1	0	1	0	18	18	0	0.00	0.00%	0	0	45	0.00	

Portola Springs Elementary

10/11/2016

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2016-2017

MONTHLY ATTENDANCE REPORT

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Track A

Month 4 - From 10/03/2016 Through 10/28/2016

Teacher 2 - Glassford

Grade 5

Program R Referred to Home Hospital Ed.

STU#	Student Name	10/03	10/04	10/05	10/06	10/07	10/10	10/11	10/12	10/13	10/14	10/17	10/18	10/19	10/20	10/21	10/24	10/25	10/26	10/27	10/28	Not	NonAppr	Total	
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	Enrolled	Abs	Appor	
000656	Smith, Mikyla M.	MED	MED	MED	HOL	MED	HOL	MED	MED	MED	MED	MED	MED	MED	MED	MED	MED	MED	MED	MED	MED	0	18	0	
Daily Apportionment:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Class Totals:		Days Taught: 18		Carried Forward: 0		Gains: 1		Total: 1		Losses: 0		Ending Enrollment: 1		0		18		0							
Daily Apportionment:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grade Total		Days Taught: 18		Carried Forward: 0		Gains: 1		Total: 1		Losses: 0		Ending Enrollment: 1		0		18		0							
Daily Apportionment:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Program Totals:		Days Taught: 18		Carried Forward: 0		Gains: 1		Total: 1		Losses: 0		Ending Enrollment: 1		0		18		0							