

How to Transfer/Add a Student in Aeries

These instructions will walk you through the process of transferring a student from one site in IUSD to another site within IUSD. This can only be done if they are in the current year and the student is inactive at the site they are leaving (Tag is "I", "N", "V" or "W"). If it is a student from a previous year or involves moving from middle to high school or elementary to middle, please complete a **Transfer Request Form** (<https://intranet.iusd.org/forms/documents/TransferRequestSCHOOLCOPY2.pdf>) and submit to Operations. If it is a brand new student to IUSD, instructions begin on page 4 of this document.

Please contact the sending school to inactivate if that is not done already. To ensure the integrity of the records, please contact your colleague at the other school to let them know you need to transfer a student and of course need the cumulative record (if there is one).

You begin the process after completing the above by going to the student data screen shown below.



Click on the **Add** button. You can be on any student record when you do this.

The screenshot shows the 'Students' application window for Irvine Control School, dated 10/16/2014. The window displays a student record for John Doe (Stu# 000008). The record includes fields for Last Name, First Name, Middle Name, Suffix, Perm ID No., 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, SchL Enter Dt, Dist Enter Dt, Counselor Number, Name, Locker, Res SchL, NxtSchL, NxtGrd, NxtTch, NxtTrk, Rcd, Rel, ParEd, CorrLng, Hm Lng, LangFlu, Track, Prog, Att Prg 1, Att Prg 2, Ethnicity, Race, Race/Ethnicity, User1, User2, User3, Gate, User5, User6, PS, User8, MG, Sarb, User11, User12, RepCrd, Check Status, Show Inactives, and Show Adjust. The 'Add' button in the bottom toolbar is highlighted with a red box.

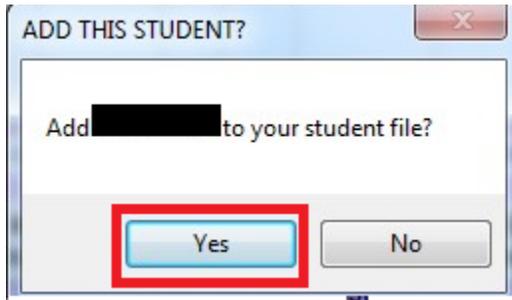
You will now see the **District Student Locator** screen. Fill in the Student Last Name, First Name and any other fields you would like to search.

Click on the **Search for Student** button. A list of students will appear. Find and select the student in the list, and then click on the **Transfer Selected Student** button. Please note the student must be inactive and in the current school year in order to transfer the student into your database.

The screenshot shows the 'District Student Locator' application window. The search criteria are filled in: Student Last Name (Doe), First Name (John), Middle Name (J.), Sex (M), Birthdate (9/1/2000), Permanent ID (900090015), and State ID (990). The 'Search for Student' button is highlighted with a red box. Below the search criteria, a list of students is displayed, with the first entry (Doe, John, J., M, 6, 9/1/2000, 900090015, 990) highlighted in red. The 'Transfer Selected Student' button is also highlighted with a red box.

| Counter | Last Name | First Name | Middle | Sex | Grade | Birthday | Perm ID# | Schl# | Tag | Leave Date |
|---------|-----------|------------|-----------|-----|-------|-----------|-----------|-------|-----|------------|
| 1 | Doe | John | J. | M | 6 | 9/1/2000 | 900090015 | 990 | | |
| 2 | Doe | Six | | M | 13 | 6/1/1995 | 900020006 | 990 | | |
| 3 | Doe | Two | | M | 12 | 6/27/1996 | 900020002 | 990 | | 6/24/2013 |
| 4 | Alamzada | John | | M | 6 | 9/25/2003 | 191082376 | 150 | | |
| 5 | Allen | John | Christoph | M | 6 | 10/9/2003 | 191084152 | 110 | | |
| 6 | Anecki | John | Austin | M | 2 | 2/26/2007 | 191105310 | 152 | | |
| 7 | Bibas | John | P | M | 11 | 8/10/1998 | 27020057 | 612 | | |
| 8 | Boyajian | John | Joseph | M | 8 | 3/30/2001 | 191103415 | 504 | | |
| 9 | Brackner | John | Joseph | M | 9 | 1/5/1999 | 608140449 | 608 | | |
| 10 | Carrig | John | D. | M | 10 | 6/11/1998 | 191052704 | 602 | | |
| 11 | Cho | John | Hyoungmi | M | 7 | 9/10/2001 | 191113900 | 501 | | |
| 12 | Courtiss | John | Christoph | M | 2 | 5/18/2007 | 160110053 | 160 | | |

Answer Yes to the pop up box.



The system tells you that the student was transferred. Click OK.



You will now see the record in your database. **Update all necessary information.**

2014-2015 Irvine Control School 10/6/2014

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Student Documents (DOC)

| Stu# | Last Name | First Name | Middle Name | Suffix | Perm ID No. | Sex | Grade | Birthdate | Age |
|--------|-----------|------------|-------------|--------|-------------|-----|-------|-----------|-----|
| 000008 | Doe | John | J. | | 900090015 | M | 6 | 9/01/2000 | 14 |

Parent/Guardian: Frank Doe Area/Telephone: (949) 111-1111

Residence and Mailing Address: 5050 Barranca Pkwy, Irvine, CA 92604

GridCd: D0514 Interdist xfer / District: Leave Date

Schl Enter Dt: 09/10/2013 Dist Enter Dt: 01/01/2006

Counselor Number: 11 Name: Blakemore2 Locker: Res Sch: 512, NxtSch: 990, NxtGrd: 7, NxtTch: 0, NxtTrk: Rcd Rel: ParEd: 6

CorrLng: 00 Hm Lng: LangFlu: A Track: Prog: Att Prg 1: Att Prg 2: Ethnicity: N Race: 399

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

Student has no ATT enrollment and/or no summer withdrawal Check Status: Show Inactives: 900090015 Show Adjust

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts V Quick Con W Acad Plan Y Enroll Hist
Z Tests 8 Fees 9 Assessmnt Q 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

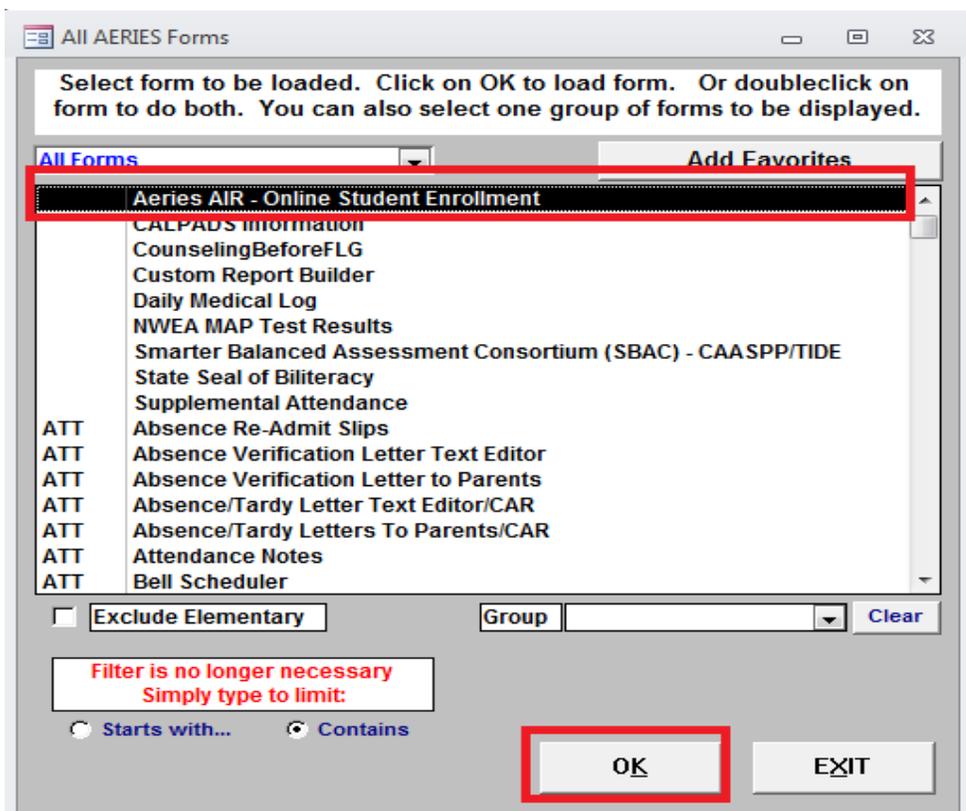
Backward Get Forward Add Change Delete UpdATT Print eXit Reports

To add a brand new student to your school who has never attended an IUSD school, you will need to pull the student registration from AIR.

Go to **VIEW ALL FORMS**



Highlight Aeries AIR – Online Student Enrollment then click OK.



Click **Residential School**, this will show you the list of students assigned to your school only. **Highlight** the name of the student you would like to import from AIR then click Details.

Aeries AIR - Online Student Enrollment

2014-2015 Irvine Control School 10/3/2014

Click any field heading to sort, click again to reverse sort.

| Enroll ID | Last Name | First Name | Middle | Alias | Birth Date | Grd | Schl | Pref | Res | Schl | Residence Address | City | Phone | Year | Enroll Date |
|-----------|-----------|------------|-------------|-------|------------|-----|------|------|-----|----------------------|-------------------|----------------|-------|----------|-------------|
| 20430 | Bates | Noah | Daniel | | 09/21/09 | 0 | 0 | 45 | | 221 Rhythm | Irvine | (578) 793-8753 | 2014 | 06/01/14 | |
| 19713 | Bawab | Kareem | | | 07/25/10 | 0 | 0 | 147 | | 216 Desert Bloom | Irvine | (310) 801-1484 | 2014 | 04/29/14 | |
| 19711 | Bawab | Sarah | | | 10/17/06 | 3 | 0 | 147 | | 216 Desert Bloom | Irvine | (310) 801-1484 | 2014 | 04/29/14 | |
| 11918 | Beavis | Livia | Taylor | | 11/26/08 | 0 | 0 | 148 | | 66 Streamwood | Irvine | (949) 356-2317 | 2013 | 07/09/13 | |
| 26766 | Bellara | Shagun | Deepak | | 09/03/09 | 0 | 0 | 118 | | 12203 Pintado | Irvine | (310) 994-2751 | 2014 | 09/15/14 | |
| 23197 | Berwick | Colin | | | 07/14/09 | 0 | 0 | 154 | | 53 Parkdale | Irvine | (714) 401-6378 | 2014 | 06/30/14 | |
| 26318 | Bhargava | Kush | | | 04/12/02 | 7 | 0 | 516 | | 5321 Strasbourg Ave | Irvine | (714) 545-8764 | 2014 | 08/27/14 | |
| 18177 | Biran | Ido | | | 01/26/07 | 2 | 0 | 150 | | 20 Hazelnut | Irvine | (949) 769-3393 | 2014 | 03/13/14 | |
| 18018 | Biran | Omri | | Lulu | 12/29/08 | 0 | 0 | 150 | | 20 Hazelnut | Irvine | (949) 769-3393 | 2014 | 03/12/14 | |
| 26289 | Bitra | Uday | | | 08/16/08 | 11 | 0 | 608 | | 216 Amherst Aisle | Irvine | (709) 955-6916 | 2014 | 08/26/14 | |
| 26223 | Bianco | Dylan | Andre | | 10/31/11 | 0 | 0 | 42 | | 9 Gettysburg | Irvine | (949) 278-3618 | 2014 | 08/25/14 | |
| 26170 | Borokoff | Noah | Isaac | | 05/30/06 | 3 | 0 | 152 | | 57 Bluejay | Irvine | (949) 394-6037 | 2014 | 08/25/14 | |
| 26169 | Brandi | AzureBleu | | | 08/01/02 | 7 | 0 | 508 | | 3395 Michelson Dr | Irvine | (949) 715-3203 | 2014 | 08/25/14 | |
| 18178 | Braze | Jack | Ryan | | 12/16/10 | 0 | 0 | 45 | | 12 Carlyle | Irvine | (949) 558-6184 | 2012 | 04/23/13 | |
| 26975 | Breeze | Ocean | | | 05/10/09 | 0 | 0 | 144 | | 62 Cape Cod | Irvine | (565) 555-5555 | 2014 | 10/03/14 | |
| 25802 | Brown | Alexandra | Nicole | | 05/05/09 | 0 | 0 | 145 | | 911 Saint Vincent | Irvine | (719) 313-2779 | 2014 | 08/20/14 | |
| 11711 | Brown | Jack | William Mar | | 09/26/07 | 0 | 0 | 148 | | 7 Campanero West | Irvine | (714) 389-6197 | 2013 | 07/01/13 | |
| 13000 | Butu | Nicholas | Jovin Liv | | 12/03/09 | 0 | 0 | 42 | | 3481 Almond St | Irvine | (949) 559-1126 | 2013 | 08/17/13 | |
| 26855 | Cabezas | Juan | Sebastian | Sebas | 05/14/97 | 12 | 0 | 612 | | 1135 Spectrum | Irvine | (949) 725-1302 | 2014 | 09/21/14 | |
| 14410 | Cabral | Ryland | John | | 05/25/07 | 2 | 0 | 146 | | 519 Piccolo | Irvine | (949) 616-4111 | 2013 | 10/11/13 | |
| 12429 | CABRERA | NICCOLE | ALEXANDRA | | 10/09/06 | 1 | 0 | 145 | | 513 Shadow Oaks | Irvine | (714) 833-4067 | 2013 | 08/29/14 | |
| 20414 | Campbell | Alexandra | Cecilia | Lexi | 07/09/10 | 0 | 0 | 42 | | 3701 Parkview Ln #40 | Irvine | (949) 387-3475 | 2013 | 05/21/14 | |
| 7430 | Canche | Tristin | Liang | | 03/25/10 | 0 | 0 | 42 | | 298 Tustin Field Dr | Tustin | (949) 293-8500 | 2012 | 02/26/13 | |

Load Which Status: Pending Import Residential Sch Imported Preferred Sch

Limit to Current Sch: Residential Sch Preferred Sch

Details Summary Delete Refresh Options Exit Info

You will then see the **District Student Locator**. This help ensure a student does not have a previous record that the parent is unaware of and could cause duplicate records. The name of the student you're importing will appear on the screen. Please check to see if the student is listed. Scroll down because the student may not always appear at the top. If the student is not listed, click on **Student Not Found**. If the student does appear on the list, you will select that student and continue to follow the steps above for transferring a student.

District Student Locator

Student Last Name: Breeze First Name: Ocean Middle Name: Sex: F Birthdate: 5/10/2009 Permanent ID: State ID:

(partial names are acceptable)

Parent/Guardian Name: Misty Breeze Address: 62 Cape Cod Email Address: Telephone: (555) 555-5555

Search Contact Records? List Exact Matches Only? Hide School 990

Grades: 0 - 18 Limit to... All

Select a student from the list below, and click Add (Student or Sibling). Or enter new search criteria.

| Counter | Last Name | First Name | Middle | Sex | Grade | Birthdate | Perm ID# | Schi# | Tag | Leave Date |
|---------|-----------|------------|------------|-----|-------|------------|-----------|-------|-----|------------|
| 1 | Abbas | Ameerah | Mysha | F | 0 | 5/10/2009 | 118140022 | 118 | | |
| 2 | Min | Samantha | Eunbi | F | 0 | 5/10/2009 | 169130153 | 169 | | |
| 3 | Vicente | Sofia | Elena | F | 0 | 5/10/2009 | 146130154 | 146 | | |
| 4 | Roux | Oceane | | F | 10 | 10/26/1999 | 191075075 | 612 | | |
| 5 | Hemsley | Nyla | Breeze | F | 0 | 6/10/2009 | 169130185 | 169 | | |
| 6 | Yang | Vera | Oceana | F | 1 | 3/11/2008 | 156130345 | 156 | | |
| 7 | Aali | Tina | | F | 2 | 9/14/2007 | 174110103 | 174 | | |
| 8 | Aaron | Alexandra | Sophia Jia | F | 9 | 6/20/2000 | 191064790 | 612 | | |
| 9 | Aaron | Sarah | Elsbeth Ye | F | 10 | 3/8/1999 | 191064789 | 612 | | |
| 10 | Abad | Kaytlin | Loren | F | 12 | 9/22/1997 | 191030460 | 602 | | |
| 11 | Abad | Kylie | M. | F | 8 | 10/26/2001 | 270400050 | 512 | | |
| 12 | Abadallah | Raian | | F | 8 | 8/27/2000 | 154120102 | 501 | | |

Once you have selected **No Matching Student Found** you will return to the **AIR Online Student Enrollment Details** to import the student to your database. Please choose the status of **Active or Web Enrolled for 2014/15** then click on **Import Student**.

The screenshot shows the 'Aeries AIR - Online Student Enrollment Details' window for Irvine Control School on 10/3/2014. The student's enrollment ID is 26975, legal name is Breeze Ocean, sex is Female, grade is 0, and birthdate is 05/10/2009. The form includes sections for Demographics, Contacts, Medical, Authorizations, Other District Enrollment, and Supplemental Questions. The 'Import Student' button is highlighted with a red box, and a dropdown menu is open, showing options: Active, Inactive, No Show, and Web Enrolled for 2014-2015. A blue arrow points to the 'Import Student' button.

| Enrollment ID | Legal Last Name | Legal First Name | Legal Middle Name | Legal Suffix | Sex | Grd | Birthdate | Pref. Schl | Enroll Dt | Enroll Yr |
|---------------|-----------------|------------------|-------------------|--------------|-----|-----|------------|------------|------------|-----------|
| 26975 | Breeze | Ocean | | | F | 0 | 05/10/2009 | 0 | 10/03/2014 | 2014 |

Demographics | Contacts | Medical | Authorizations | Other District Enrollment | Supplemental Questions

First Name Alias: _____ Birth City: Irvine State: CA Country: US State Student ID: _____

Parent/Guardian: Misty Breeze ParEd: _____ Area/Telephone: (555) 555-5555 Student's Mobile: (555) 555-5555 Student Email Address: _____

Residence Address: 62 Cape Cod City: Irvine State: CA Zipcode/Extn: 92620 Res Schl: 144

Mailing Address: 62 Cape Cod City: Irvine State: CA Zipcode/Extn: 92620

Ethnicity: N Race1: 700 Race2: _____ Race3: _____ Race4: _____ Race5: _____

First: 00 Primary: 00 at Home: 00 by Adults: 00 US Entry: _____ US Schl Entry: 10/03/2014 CA Schl Entry: 10/03/2014 Home Language: 00

Note - any changes made from this form will be lost upon Exit if the student is not imported into Aeries!

Import Student with a status of: Active, Inactive, No Show, Web Enrolled for 2014-2015

Exit

Once the student has been imported she will appear in your database. **Always remember to update all of the student's information.**

Students

2014-2015 Irvine Control School 10/3/2014

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Student Documents (DOC)

| Stu# | Last Name | First Name | Middle Name | Suffix | Perm ID No. | Sex | Grade | Birthdate | Age | | | |
|---------------------------------|-----------|----------------|--------------|---------|---------------|---------------------------|-----------|------------|-----------------|--------|--------|--------|
| 000115 | Breeze | Ocean | | | 990120031 | F | 0 | 5/10/2009 | 5 | | | |
| Parent/Guardian | | Area/Telephone | Fathers Work | Extn | Mothers Work | Extn | Name/Addr | Ver | Verified Status | | | |
| Misty Breeze | | (555) 555-5555 | | | | | | | W | | | |
| Residence and Mailing Address | | | | | GridCd | Interdist xfer / District | | Leave Date | | | | |
| 62 Cape Cod Irvine, CA 92620 | | | | | F0704 | | | | | | | |
| Change Address | | | | | Schl Enter Dt | Dist Enter Dt | | | | | | |
| | | | | | 10/03/2014 | 10/03/2014 | | | | | | |
| Counselor Number | Name | Locker | Res Schl | NxtSchl | NxtGrd | NxtTch | NxtTrk | Rcd Rel | ParEd | | | |
| 0 | | | 144 | 144 | 1 | 0 | | | | | | |
| CorrLng | Hm Lng | LangFlu | Track | Prog | Att Prg 1 | Att Prg 2 | Ethnicity | Race | Race/Ethnicity | | | |
| | 00 | | | | | | N | 700 | | | | |
| User1 | User2 | User3 | Gate | User5 | User6 | PS | User8 | MG | Sarb | User11 | User12 | RepCrd |
| | | | | | | | | | | | | |

Student has invalid or missing Track Code in STU

Check Status Show Inactives Show Adjust

| | | | | | | | | |
|--------------|----------------|--------------|--------------|-------------|------------|-----------------|-------------|---------------|
| 1 Attendance | 2 Supplemental | 3 Medical | 4 Discipline | 5 Siblings | 6 Contacts | V Quick Con | W Acad Plan | Y Enroll Hist |
| Z 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 | Q College | T GATE | Q DST Info | Extra Actv |

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports