## Viewing incoming students from ECLC

## In Aeries.net (Read only)

When you log in to Aeries.net select School: ECLC (42)



To run a query:

Select Query from the Navigation tree



Run this query:

LIST STU LAC LN FN ID BD AD HL ED LD TG RS NS LAC.L1 LAC.L2 LAC.L3 LAC.L4 IF BD < 09/01/2010 AND

**RS = 160** (Replace 160 with your school number and include inactives)

		New
		Run
		Excel
Enter Command	Include Inactive Students	Labels

You can View Student data in Aeries.net only

To search for a student select the magnifying glass:



In the search box, type in the name and select GO.



Depending on what you need to see, select from the Navigation tree:



## **To Print Online Enrollment**

Use Aeries Local

Go to View All Forms -> Aeries AIR

Select Imported (this will take a while to load)



Then search for the student. You can use the **Page Down** (on your keyboard), it is much faster. Make sure to select any student from the list, and then use **Page Up** or **Page Down**.

Select Summary to print Online Registration

Details	<u>Summary</u>	Delete	Refresh	Options	Exit	Info
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A new window will open in your browser, and then select Print.

Registration Confirmation					
Please print two copies of this page, a copy for the school and one for yourself. You will need to bring a copy of this confirmation page as well as immunization records, birth certificate, proof of residency and a government issued photo identification.					
Please print out this form, complete and return to your school Health Condition Form					
Please contact the school to schedule an appointment.					
Print					
Registration ID: 14026					