

Grades K-12 - Year Closing Questions

Frequently asked questions? What do I need to do at year-end?

1. What is the 'Last' day a student can enroll? When can I dis-enroll a student?

(This applies any time of the school year.)

- As per regular practice, if a parent in good standing communicates to a site they are moving as of a certain date; you are to dis-enroll per their request.
- If a parent requests to disenroll their child, but the student has a history of poor attendance, you may want to keep the student enrolled and mark absent until you receive a request of records from the new school. If you do not receive a request of records or a confirmation of enrollment from the new school, then SARB is probably in order.

Early Disenrollments

There is no current or past IUSD Board Policy that governs the last 10-20 days of enrollment in our school district. Education Code 48231 reads as follows: *Notwithstanding Section 48201, pupils between 12 and 18 years of age who enter an attendance area from another state within 10 schooldays before the end of the school term during which such entrance occurs are exempt for the remainder of the school term.* The purpose of this education code is to protect parents from California compulsory education laws, not to deny enrollment during the last 10 days of the school year. If a student has completed their school year out of country or out of state, then we may not be required to enroll. Decisions are case-by-case depending on the date of attempted enrollment. Please call the office of Student Services if future guidance is needed.

If a parent disenrolls their child prior to the end of the year, final grades are not required to be given, only transfer grades and partial credits at the high school level. It is the principal's discretion to give a final grade in lieu of a transfer grade and should be done with caution and discretion.

⇒ If a parent elects to disenroll a student prior to the end of the school year, the absences are unexcused and the principal has the following choices:

- ♦ Keep the student enrolled, mark unexcused, and move forward with SARB proceedings. OR
- ♦ Disenroll the student. If the school is impacted the parent would need to be informed that they will not be guaranteed a spot when their child returns and their child could possibly be displaced. OR
- ♦ Grant an independent study contract, however I strongly advise against this practice during the last month of school as it is virtually impossible to get the work back in a timely manner and the absences ultimately revert to unexcused and a lot of manpower has been wasted developing the paperwork, etc.

2. 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.

3. 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 intervention screen. (Ask the administrator which code to use and date to use)

4. 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.

5. 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 3** screen enter the last day of school _Leave date: **6/18/2015** Under section "End of Year" Enter the **Status:** **160** and the Next **School:** **975**.

6. Can you 'update' information in 2014/15 ahead of time for next year's data base? **No**

You must wait until the new Aeries 2015/16 database is created to make changes for the new school year. *Information Services will be rolling over Aeries student information from the 2014-2015 school year into the 2015-2016 school year. The tentative date is **June 30, 2015** (I.S. will notify you)*

7. What do I do to close out Month-end Attendance for the year?

- A. Refer to the Attendance Timeline for due dates of reports.
- B. Send in any corrections from prior months.
- C. 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)
- D. When you finish reconciling month-end Email Robbi saying you are complete.
- E. **Print Final Month-end 12 - 'Attendance Report and Summary'**
- F. Have the principal sign/date the Summary and file a copy of the report in your month-end 12.
- G. Send the principal *original* signed & dated 'Attendance Summary', to the District office **before you leave** for the summer break.
- H. When boxing up this year's attendance month-end files – Verify all are complete and **both** detail and summary reports have been printed. If missing re-print.
- I. Attendance Retention of records at schools are to maintain 3 year plus the current year, so you can shred attendance records 2011/2012 when you return in the fall.

Note If you have any concerns or problems getting this complete before you leave please contact me.

How to retain a student in Aeries? **NOTE*** If kindergarten student **must** have the parent signed Kinder Retention form on file.

1. On Student Data 1 (STU) **change the next grade to match the current grade.**
2. Click on **Interventions** box

2014-2015 Alderwood Elementary 5/6/2015

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Links

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age	
182	Sinclair				102	102	3	0	A	6

Teacher 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 ☒ Show ☒ Adjust ☒

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

10 Tests 11 Fees 12 Assessmnt 13 Counseling 14 SpecEd 15 Language 16 Interventions 17 Programs 18 Crs Req

19 Classes 20 Grades 21 Transcript 22 Misc 23 CrsAttend 24 College 25 DATE 26 DST Info 27 Extra Actv

LOCATE UPDATE ☐ Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

3. Click on **Switch to Retentions**

Interventions (INV) Alderwood Elementary 5/6/2015

Stu# Last Name First Name Middle Name Perm ID No. Birthdate Sex Prog Trk Status Age Grd

Intervention Details

Date 5/06/2015 Grade 2 Code Disposition

Category Level Days Hours Start Date End Date Start Time End Time

Provider Placement Reason School of Incident Referred by Status

Comments

Created by Display to Parent ☒

Select Record to Display...

Date	Code	Comment
		<<New Record>>

Red Flag ☐ AOS MHS

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Backward Get Forward Add INV Copy Change Delete Print eXit Switch to Retentions

Enter the date, reason code' box enter 'RG' Retained grade, and Grade level. If any other information needed add in the comment box. **Ask Administrator which code to use & date to use.**

Retentions (RET) Alderwood Elementary 5/6/2015

Stu# Last Name First Name Middle Name Perm ID No. Birthdate Sex Prog Trk Status Age Grd

5212 Abbley Melania Elise 102140038 7/06/2007 F A 7 2

Parent/Guardian Area/Telephone Fathers Work/Extension Mothers Work/Extension

Diana Abblev (760) 289-2733

Date	Code	Description	Tag	Grd	Comment
5/06/2015	Blank			2	

01 Blank

02 At Risk Factors 1

03 At Risk Factors 2

04 At Risk Factors 3

04 At Risk Factors 4

PG Promoted grade

RG Retained grade

Record: 1 of 1 No Filter Search

Red Flag ☐ AOS MHS

LOCATE UPDATE ☒ Print Preview OTHER

Backward Get Forward Add Copy Change Delete Print eXit Switch to Interventions