TECHNOLOGY SERVICES

Aeries Student Entry and District Standards

It is required that all RUSD Aeries users that input student information into the **Aeries** student system apply the District Standards set forth.

Data integrity is of the utmost importance. With a conscientious effort of accurate data input our districts student information will produce flawless output.

Our schools and district office depend greatly on the accuracy of our SIS (**s**tudent **i**nformation **s**ystem); therefore it is our priority, as a team, to ensure all student information entered into Aeries is consistent throughout our entire district.

Student Data 1

Field Name	Description
Stu#	The **Stu# IS NOT** the student's local ID number. It is the number that links the student's records, keeping the students data together at the school they are currently attending. ***This number is automatically assigned to the student upon enrollment and is subject to change every school year or when a student transfers to a different school.***
Last Name	The students **Legal Last Name** as it appears on the birth verification document received upon enrolling the student. **Examples of how last names must be entered in Aeries.** ***No periods*** • Hernandez-Young • DeLaRosa • McKinney
First Name	The students **Legal First Name** as it appears on the birth verification document received upon enrolling the student. **Examples of how first names must be entered in Aeries.** ***No hyphens, No periods*** • Jane • Mary Sue
Middle Name	The students **Legal Middle Name** as it appears on a certified document received upon enrolling the student. **Do NOT use periods**
Suffix	Sr, Jr, II, III, IV, V, VI ***Do NOT use periods***

<table>
<tr><td>Perm ID No#</td><td>The students Local ID number. Students maintain the same <u>Perm ID No#</u> throughout their education career @ RUSD.</td></tr>
<tr><td>Sex</td><td>Students gender, <u>M</u>ale or <u>F</u>emale.</td></tr>
<tr><td>Grade</td><td>Students grade level.

<table>
<tr><th>Grade</th><th>Grade Level Description</th></tr>
<tr><td>0</td><td>KA, KP, TK</td></tr>
<tr><td>1</td><td>1st Grade</td></tr>
<tr><td>2</td><td>2nd Grade</td></tr>
<tr><td>3</td><td>3rd Grade</td></tr>
<tr><td>4</td><td>4th Grade</td></tr>
<tr><td>5</td><td>5th Grade</td></tr>
<tr><td>6</td><td>6th Grade</td></tr>
<tr><td>7</td><td>7th Grade</td></tr>
<tr><td>8</td><td>8th Grade</td></tr>
<tr><td>9</td><td>9th Grade</td></tr>
<tr><td>10</td><td>10th Grade</td></tr>
<tr><td>11</td><td>11th Grade</td></tr>
<tr><td>12</td><td>12th Grade</td></tr>
<tr><td>13</td><td>Used for promotion of 12th grade students <u>ONLY</u></td></tr>
<tr><td>14</td><td>Infant/Toddler</td></tr>
<tr><td>15</td><td>PS, P1, P2, P3, P4</td></tr>
<tr><td>16</td><td>Ungraded Elementary</td></tr>
<tr><td>17</td><td>Ungraded Secondary</td></tr>
<tr><td>18</td><td>Adult</td></tr>
</table></td></tr>
<tr><td>Birthdate</td><td>Students birth date, mm/dd/yyyy.</td></tr>
<tr><td>Age</td><td>Automatically calculated when the students’ birth date is entered and will auto-calculate on the student’s birthday.</td></tr>
<tr><td>Parent/Guardian</td><td>Use District Standards when entering Parent/Guardian names:
Jane Doe
John Doe
M/M John Doe</td></tr>
</table>

	• John Doe/Jane Smith • Dr/M John Doe
Area/Telephone	**All** telephone numbers **MUST** be entered with the area code first.
Primary Contact 1	Father, Mother, or Legal Guardian's work/cell phone number field is populated from Emergency Contacts form "Link" button.
Primary Contact 2	Father, Mother, or Legal Guardian's work/cell phone number field is populated from Emergency Contacts form "Link" button.
Name/Addr Ver	The date ***(mm/dd/yyyy)*** the student's demographic information was entered or updated. This date will turn **RED** if the date is over a year old.
Verified	Check the box if the demographic data has been updated and verified.
Status	Students' current status in a specific school. Refer to Aeries Status Tag code document on the TS website: http://ts.rusd.edu/apps/downloadabledocuments/Docs/Aeries%20Enrollment/Other%20Enrollment%20Information/11031_Status%20Tag%20Codes%20in%20Aeries%20020315.pdf
Mailing Address	Students Mailing Address – where mail is delivered. If PO Box, enter as follows: **PO Box #### Do NOT use periods or spaces between "PO"**
City	City of the Mailing Address **Do NOT use periods or abbreviations.**
State	State of the Mailing Address Use **UPPER** case letters only ***Do NOT use periods.***
Zipcode	Zip code of the Mailing Address.
Extn	4-digit extension used by USPS. By clicking on the magnifying glass, the USPS site will appear and will provide the 4-digit extension for entry.
Grid Code	Not Used
Interdist	Identifies students on **Intra** or **Inter** District transfers. Numeric values (Inter District), Alpha characters (Intra-District). **This field is maintained/updated by Pupil Services ONLY**

Code	Code Description	Code	Code Description
1	Pupil Welfare/Adjustment	A	Principal Generated Transfer
2	Special Program	B	Special Programs (Ag/Orch/ROTC)
3	Continuing Student	C	Continue (current yr only)
4	District Employee	D	District Employee

<table>
<tr><td>Interdist</td><td>
<table>
<tr><td>5</td><td>OEA (Romero Bill)</td><td>E</td><td>NCLB – Program Improvement</td></tr>
<tr><td>6</td><td>NCLB – Homeless</td><td>F</td><td>NCLB – Homeless</td></tr>
<tr><td>7</td><td>District of Choice</td><td>G</td><td>GATE</td></tr>
<tr><td>8</td><td>Pre-School</td><td>H</td><td>Shelter Home</td></tr>
<tr><td>9</td><td>Special Ed (Out of District)</td><td>I</td><td>Involuntary (current yr only)</td></tr>
<tr><td></td><td></td><td>J</td><td>Special Ed (Permanent Placement)</td></tr>
<tr><td></td><td></td><td>L</td><td>Elementary Bilingual</td></tr>
<tr><td></td><td></td><td>M</td><td>Middle School Choice</td></tr>
<tr><td></td><td></td><td>N</td><td>Secondary Newcomer</td></tr>
<tr><td></td><td></td><td>O</td><td>Open Enrollment</td></tr>
<tr><td></td><td></td><td>P</td><td>Pre-School</td></tr>
<tr><td></td><td></td><td>Q</td><td>High School Choice</td></tr>
<tr><td></td><td></td><td>R</td><td>OEA (Romero Bill)</td></tr>
<tr><td></td><td></td><td>S</td><td>Special Ed (current yr only)</td></tr>
<tr><td></td><td></td><td>T</td><td>Temporary Transfer Code</td></tr>
<tr><td></td><td></td><td>Z</td><td>Pupil Services Approved (current yr only)</td></tr>
</table>
</td></tr>
<tr><td>Xfer/District</td><td>Identifies the home district of the Inter District transfer student. This field is maintained/updated by Pupil Services ONLY.</td></tr>
<tr><td>Leave Date</td><td>The date the student physically withdrew from the school. The last physical day/date of attendance.</td></tr>
<tr><td>Residence Address</td><td>The physical address of where the student resides.</td></tr>
<tr><td>City</td><td>City of the Residence Address Do NOT use periods or abbreviations.</td></tr>
<tr><td>State</td><td>State of the Residence Address Use UPPER case letters only Do NOT use periods.</td></tr>
<tr><td>Zipcode</td><td>Zip code of the Residence Address.</td></tr>
<tr><td>Extn</td><td>4-digit extension used by USPS. By clicking on the magnifying glass, the USPS site will appear and will provide the 4-digit extension for entry.</td></tr>
<tr><td>Schl Enter Dt</td><td>The date the student enrolls in the school. If the student is a continuing student at the school the date will remain the same until the student matriculates, transfers to another RUSD school or exits and returns to a RUSD school.</td></tr>
<tr><td>Dist Enter Dt</td><td>The date the student first enrolls in a RUSD school. If the student is a continuing student in the district the date will remain the same until the student exits the district.</td></tr>
</table>

<table>
<tr><td>Counselor Number/Name</td><td>The counselor number and name which are assigned and entered via Teacher Data Secondary schools.</td></tr>
<tr><td>Teacher Number/Name</td><td>The teacher number and name which are assigned and entered via Teacher Data Elementary schools.</td></tr>
<tr><td>Room</td><td>The room number the teacher is assigned which is entered on the Teacher Data form Teacher Data.</td></tr>
<tr><td>Res Schl</td><td>The Res Schl (residence school) field is automatically assigned based on the students Residence address and the student’s grade level.</td></tr>
<tr><td>Nxt Schl</td><td>The Nxt Schl (next school) field is automatically assigned based on the students Residence address and the student’s grade level. This field is used for New Year Rollover.</td></tr>
<tr><td>Nxt Grd</td><td>The Nxt Grd (next grade) field is automatically assigned based on the student’s current grade level in the school they’re enrolled. The next grade field is always promoted up one grade level. This field is used for New Year Rollover.</td></tr>
<tr><td>Nxt Tch</td><td>The Nxt Tch (next teacher) field is used to assign the student(s) a teacher for the upcoming school year. This field can be used for New Year Rollover and is manually updated by the school site user.</td></tr>
<tr><td>Rcd Rel</td><td>Records Release field is used when the school does or does not want students’ information released to outside entities. “Yes” is the automatic default. The options to select are:
<table>
<tr><th>Code</th><th>Code Description</th></tr>
<tr><td></td><td>Yes</td></tr>
<tr><td>X</td><td>No</td></tr>
</table>
</td></tr>
<tr><td>ParEd</td><td>The highest level of education the parent(s)
<table>
<tr><th>Code</th><th>Code Description</th></tr>
<tr><td>10</td><td>Grad Schl/Post Grad Trng</td></tr>
<tr><td>11</td><td>College Graduate</td></tr>
<tr><td>12</td><td>Some College</td></tr>
<tr><td>13</td><td>High School Graduate</td></tr>
<tr><td>14</td><td>Not HS Graduate</td></tr>
<tr><td>15</td><td>Declined to State/Unknown</td></tr>
<tr><td>99</td><td>Pupil Services (ONLY)</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><td>CorrLng</td><td>Correspondence language field is used for letters to parents and /or web portal telephone calls. This field is populated/updated by the school site.</td></tr>
<tr><td>Hm Lng</td><td>The primary language of the student as reported to CALPADS for State Reporting purposes. This field is populated/updated by the Assessment Center ONLY.</td></tr>
<tr><td>LangFlu</td><td>This field is updated/maintained by the Assessment Center ONLY.

<table>
<tr><th>Code</th><th>Code Description</th></tr>
<tr><td>E</td><td>English Only</td></tr>
<tr><td>F</td><td>FEP (Fluent English Proficient)</td></tr>
<tr><td>L</td><td>LEP (Limited English Proficient)</td></tr>
<tr><td>R</td><td>Redesignated</td></tr>
</table></td></tr>
<tr><td>Prog</td><td>The Prog field is used to identify which attendance program the student is enrolled. It also controls the student's primary, secondary or concurrent enrollment status for CALPADS reporting.

Students who are enrolled for CAHSEE Intensive Instruction MUST have a Program code of S – CAHSEE Instruction/Testing Only. Students who are enrolled in an elementary school and receiving a 'special service' of speech and/or hearing MUST have a Program code of
P – Pre-School – No ADA

Students who are concurrently enrolled. Concurrent school MUST assign the student Program code X – Concurrently Enrolled – No ADA.
<table>
<tr><th>Code</th><th>Code Description</th></tr>
<tr><td>C</td><td>Cal Safe</td></tr>
<tr><td>D</td><td>Special Ed</td></tr>
<tr><td>E</td><td>State Pre-School</td></tr>
<tr><td>H</td><td>Head Start</td></tr>
<tr><td>N</td><td>K-12 (Spcl Srvcs Only)</td></tr>
<tr><td>O</td><td>Opportunity (Gage Only)</td></tr>
<tr><td>P</td><td>Pre-School – No ADA</td></tr>
<tr><td>Q</td><td>Home Hospital</td></tr>
<tr><td>S</td><td>CAHSEE Instruction/Testing Only</td></tr>
</table></td></tr>
</table>

<table>
<tr><td></td><td><table><tr><td>X</td><td>Concurrently Enrolled – No ADA</td></tr></table></td></tr>
<tr><td>AttPgm1</td><td><u>DO NOT USE</u></td></tr>
<tr><td>AttPgm2</td><td><u>DO NOT USE</u></td></tr>
<tr><td>Ethnicity</td><td>Populate the Ethnicity field based on the Student Ethnicity and Race form. This form <u>MUST</u> be completed for <u>EVERY</u> student enrolled in RUSD.

<table><tr><th>Code</th><th>Code Description</th></tr><tr><td>9</td><td>Pupil Services (ONLY)</td></tr><tr><td>N</td><td>No, Not Hispanic or Latino</td></tr><tr><td>Y</td><td>Yes, Hispanic or Latino</td></tr><tr><td>Z</td><td>Intentionally Left Blank</td></tr></table></td></tr>
<tr><td>Race</td><td>Populate the Race field based on the Student Ethnicity and Race form. This field is populated based on the primary <u>Race</u> selected. If multiple races are selected, populate the field based on the primary race circled on the form.

<table><tr><th>Code</th><th>Code Description</th></tr><tr><td>100</td><td>American Indian or Alaskan</td></tr><tr><td>201</td><td>Chinese</td></tr><tr><td>202</td><td>Japanese</td></tr><tr><td>203</td><td>Korean</td></tr><tr><td>204</td><td>Vietnamese</td></tr><tr><td>205</td><td>Asian Indian</td></tr><tr><td>206</td><td>Laotian</td></tr><tr><td>207</td><td>Cambodian</td></tr><tr><td>208</td><td>Hmong</td></tr><tr><td>299</td><td>Other Asian</td></tr><tr><td>301</td><td>Hawaiian</td></tr><tr><td>302</td><td>Guamanian</td></tr><tr><td>303</td><td>Samoan</td></tr><tr><td>304</td><td>Tahitian</td></tr><tr><td>399</td><td>Other Pacific Islander</td></tr></table></td></tr>
</table>

	400 Filipino 600 Black or African American 700 White 999 Intentionally Left Blank AAA Pupil Services (**ONLY**)
Race/Ethnicity	If the parent/guardian has selected multiple races on the **Student Ethnicity and Race** form, click on the **Race/Ethnicity** button. Begin adding the next ethnicity identified on the form by selecting the appropriate code in the **New Method** column **RC2 field**.
(EthCd)	This field is **NO LONGER USED**. Students that have a value in this field were part of the SASI to Aeries data conversion.
PreSch	This field is populated by the Pre-School Office and/or elementary schools for students that are enrolled in any of the following programs: **Code** / **Code Description** 1 Head Start 2 State Pre-School 3 Special Services 4 Special Education
EL Level	This field identifies the students English language level/Phase Code. ***This field is populated and maintained by the Assessment Center ONLY*.** **Code** / **Code Description** 1 Beginning 2 Early Intermediate 3 Intermediate 4 Early Advanced 5 Advanced
@ Risk	This field identifies students that are At Risk**.** ***This field is auto-updated with data provided by the Research, Assessment & Evaluation Dept.*** **Code** / **Code Description** 1 2-6 At Risk 2 2-6 Retained 3 K-6 Core 4 7-12 H.S. Exit Exam

	5 — K-6 At Risk 2nd Tri Rpt Crd 6 — K-1 At Risk 7 — K-1 Retained 8 — 7-9 At Risk 9 — 7-8 Int Alg Acad
GATE	This field identifies students that are GATE. ***This field is populated and maintained by the District GATE office ONLY.*** **Code** / **Code Description** G — Gifted & Talented
RAE	This field identifies students that have passed the CAHSEE in another school district. ***This field is populated and maintained by the Research, Assessment & Evaluation Dept ONLY.*** **Code** / **Code Description** 1 — Reciprocal ELA 2 — Reciprocal Math 3 — Reciprocal ELA & Math
COPE	This field identifies students that are enrolled in the COPE program @ RUSD Opportunity school. ***This field is populated and maintained by the Staff at EOC ONLY.*** **Code** / **Code Description** (blank) — No Y — Yes
StuAdv	This field indicates the Student Advisor which all Special Ed, SDC, RSP, and SH students are assigned to (***secondary level only***). ***This field is populated and maintained by the Student Advisor at each school site ONLY.***
McVnto	This field identifies students that are Foster and/or Group Home. ***This fields is populated and maintained by the District CWA Office ONLY.*** **Code** / **Code Description** F — Foster Home G — Group Home GF — Group/Foster Home
KA/KP	***DO NOT USE***
PS Grd	This field is used to identify students with a grade level 14 (Infant/Toddler) or 15 (Pre-School). ***School site personnel are***

<table>
<tr><td></td><td>responsible for flagging their Infant, Toddler and Pre-School students.
<table>
<tr><th>Code</th><th>Code Description</th></tr>
<tr><td>IN</td><td>Infant</td></tr>
<tr><td>P1</td><td>Pre-School (1 year)</td></tr>
<tr><td>P2</td><td>Pre-School (2 year)</td></tr>
<tr><td>P3</td><td>Pre-School (3 year)</td></tr>
<tr><td>P4</td><td>Pre-School (4 year)</td></tr>
<tr><td>PS</td><td>Pre-School</td></tr>
<tr><td>TD</td><td>Toddler</td></tr>
</table></td></tr>
<tr><td>Ret Grd</td><td>This field is used to identify students that have been retained during high school. High School site personnel <u>should not</u> change the student's actual grade level and are responsible for flagging their retained students.
<table>
<tr><th>Code</th><th>Code Description</th></tr>
<tr><td>07</td><td>7th Grade</td></tr>
<tr><td>08</td><td>8th Grade</td></tr>
<tr><td>09</td><td>9th Grade</td></tr>
<tr><td>10</td><td>10th Grade</td></tr>
<tr><td>11</td><td>11th Grade</td></tr>
<tr><td>12</td><td>12 Grade</td></tr>
</table></td></tr>
</table>

Student Data 2

Field Name	Description
Last Name Alias	This field is used to note the **Alias Last Name** of a student should the student use or go by a different last name other than their legal name. It's important that schools use this field for CALPADS purposes in the event the student has been enrolled in a CA school under a different last name. ***When using the Alias name fields, at least two of the three fields must be populated, even if the name is the same as the legal name.***
First Name Alias	This field is used to note the **Alias First Name** of a student should the student use or go by a different first name other than their legal name. This would include a nick name. ***When using the Alias name fields, at least two of the three fields must be populated, even if the name is the same as the legal name.***
Middle Name Alias	This field is used to note the **Alias Middle Name** of a student should the student use or go by a different middle name

<table>
<tr><td></td><td>other than their legal name. When using the Alias name fields, at least two of the three fields must be populated, even if the name is the same as the legal name.</td></tr>
<tr><td>(Counted In CBEDS)</td><td>This field is used to flag which students are/were counted in CBEDS. Local use.</td></tr>
<tr><td>Student Email Address</td><td>If school(s) collects student email address information they can use this field to enter the students e-mail address.</td></tr>
<tr><td>Student’s Mobile</td><td>If the school collects student Mobile/cell numbers they can use this field to enter the students mobile/cell phone number.</td></tr>
<tr><td>State Student ID</td><td>This is the students CA State ID number (SSID).</td></tr>
<tr><td>Social Security</td><td>If your site collects student social security numbers, the Social Security number entered is displayed with *asterisks*</td></tr>
<tr><td>Birth City</td><td>This field is used to indicate the students Birth City. Do NOT use periods or abbreviations. Examples:
<table>
<tr><th>Do’s</th><th>Don’ts</th></tr>
<tr><td>Los Angeles</td><td>LA</td></tr>
<tr><td>Moreno Valley</td><td>Mo Val</td></tr>
<tr><td>Riverside</td><td>Riv.</td></tr>
<tr><td>Palm Springs</td><td>PalmSprings</td></tr>
</table></td></tr>
<tr><td>State</td><td>This field is used to indicate the students Birth State. There is a specific pull-down to select from. It is important that the user select the correct State the student was born.</td></tr>
<tr><td>Country</td><td>This field is used to indicate the students Country of birth. Birth Country is a MANDATORY field.</td></tr>
<tr><td>Network Login ID</td><td>DO NOT USE</td></tr>
<tr><td>Hm Lng</td><td>This field is the same field on the Student Data 1 tab. This is the primary language of the student as reported to the State for State Reporting purposes. This field is populated and maintained by the Assessment Center ONLY.</td></tr>
<tr><td>“Other” text</td><td>This field is used to provide further detail of the student’s home language based on the definition defined by the Assessment Center staff.</td></tr>
<tr><td>BD Verification</td><td>This field is used to indicate that the student’s birth was validated by the school user. All students enrolled in RUSD MUST submit one of the types of birth verifications below.
<table>
<tr><th>Code</th><th>Code Description</th></tr>
<tr><td>1</td><td>Certified Copy of Birth Certificate</td></tr>
<tr><td>2</td><td>Stmt Local Regist/Cnty Rcdr</td></tr>
<tr><td>3</td><td>Baptism Certif Duty Attested</td></tr>
<tr><td>4</td><td>Passport</td></tr>
<tr><td>5</td><td>Immigration Certificate</td></tr>
<tr><td>6</td><td>Bible Record</td></tr>
</table></td></tr>
</table>

	7 Affidavit of Parent/Guardian 8 RUSD Schl Record-Transfer 9 Hospital Record A Homeless/Foster
Text	The birth verification text field allows the user to manually type the specific type of document used when selecting the option **9 – Other** from the BD Verification pull-down list.
Reporting Home School	This field is used for students that **are not** electronically enrolled in their reporting home school and should be reported for CALPADS (State Reporting purposes).
Truant?	This field is used to mark students that have received a SART or SARB.
Notes	This area is used to enter the student's previous local ID number from SASI if the student was enrolled in RUSD in a previous school year and is also used to post miscellaneous notes regarding the student.

Student Data 3

LastSchl	This field displays the last RUSD school the student was enrolled.
OldStu#	This field displays the students old student # from a previous school or school year.
Old Perm ID	This field displays the students old local ID number.
Old State ID	This field is populated if the student had more than one State ID assigned.
SchedGrp	This field is used for scheduling purposes.
Msg	This field is not being used.
Family#	Family number is used to link siblings within RUSD. Refer to Linking Students as Siblings doc. on the TS website.
Competency Tests	**NO LONGER USED**
S/M	This field is used to track a student's enrollment and **School Mobility**. Therefore the students **Schl Enter Date** is ***critical*** to the enrollment process and reporting student's mobility.
D/M	This field is used to track a student's enrollment and **District Mobility**. Therefore the students **Dist Enter Date** is ***critical*** to the enrollment process and reporting student's mobility.
Summer Withdrawal	The **Reason, Leave Date** and **Nxt Schl** fields are used for students that leave/withdraw from the district (RUSD) prior to school starting. (Status Tag N or P.)

<table>
<tr><td>End of Year</td><td>The Status and Nxt Schl fields are used for students that have completed the school year in the current year and are expected to attend another RUSD school in the fall. This will ensure that the student's electronic records will rollover to the correct school for the new school year. These two fields are also used in conjunction with the Leave Date field.</td></tr>
<tr><td>Completion Status</td><td>The Code and Date fields are used to identify the students that have a completion code of the following:
<table>
<tr><th>Code</th><th>Code Description</th></tr>
<tr><td>100</td><td>Graduated (Standard Diploma)</td></tr>
<tr><td>104</td><td>Completed all Reqs – failed CAHSEE</td></tr>
<tr><td>106</td><td>Graduated (CAHSEE Modifications and Waiver)</td></tr>
<tr><td>108</td><td>Graduated (CAHSEE exempt)</td></tr>
<tr><td>110</td><td>Graduated (Received Scholarship Diploma)</td></tr>
<tr><td>120</td><td>Special Education Certificate of Completion</td></tr>
<tr><td>250</td><td>Adult Ed High School Diploma</td></tr>
<tr><td>320</td><td>Completed GED (No Standard HS Diploma)</td></tr>
<tr><td>330</td><td>Passed CHSPE (No Standard HS Diploma)</td></tr>
<tr><td>360</td><td>Non-Grad</td></tr>
<tr><td>480</td><td>Promoted (Matriculated)</td></tr>
</table></td></tr>
</table>