Enrolling a New Student – Aeries Web

1. From **Demographics** click on the **Add** button at the bottom of the screen
2. In the **Search Criteria** window, search for a student in one of the following ways:
   A. Last Name and First Name
   B. Birthdate
   C. Permanent ID number.
3. Click on the **Search** button to see a list of all possible matches for the student.
   A. If the student does not appear on the list, click on **Student Not Found**
      a. A new window stating, "Would you like to search for a sibling?" will appear.
      b. Click **Yes** if the student being enrolled has a sibling already entered in Aeries; this will then prompt you to search for the sibling's name and allows for certain information to be copied over.
      c. Click **No** if the student does not have a sibling in Aeries.
   B. If the student appears on the list, click on the student's line of information and then click on **Transfer Student.**
4. When the **Student Demographics** form appears, begin inputting the student's. information. All highlighted fields are mandatory. Also, add Birth Verification, Birth City and State. The following fields should be updated if applicable: **Teacher/Counselor/Track/Program.**
5. Click the **Update** button when all information has been updated.
6. If the school year has started, press the **Update Attendance** button at the bottom of the student's screen.
7. In the **Attendance Enrollment form**, fill in the **Effective Date** with the first day of physical attendance.
8. Leave the **Update Student Enter Date** box checked and press **OK**
9. Add Contacts, Medical, and Language Assessment (under **Programs**) information. If the student is foreign born, update the **SNOR** field (under **Other**, on the **Secondary Student Data** form).
10. Populate the **Enrollment Tracking** form with the student's previous school information.