TECHNOLOGY SERVICES

Enrolling a Transfer Student (All levels) - Aeries Web

1. From the **Navigation Tree**, click on the **Student Data>Demographics**
2. Click on the **Add** button at the bottom of the screen
3. In the **Search Criteria** window, search for a student in one of the following ways:
    - Enter Student's Last Name and First Name
    - Enter Student's Birthdate
    - Enter Permanent ID number
4. Click on the **Search** button
5. Highlight the student's name when it is displayed in the window and click on the **Transfer Student** button. *You can only transfer a student into your school if they have a leave date from their previous school*.
6. Once the **Student Demographics** form displays, begin updating the students' records to complete the enrollment process.

    **Note: Assign a teacher in the teacher field (*Elementary and daily attendance Alt. Ed. Schools*).
    **Note: Remember to update the following forms.

    - ✓ Student Data 1
    - ✓ Secondary Student Data
    - ✓ Contacts
    - ✓ Medical *(multiple tabs)*
    - ✓ Language Assessment

7. Click the **Update** button when all student information has been updated.
8. If the school year has started, press the **Update Attendance** button at the bottom of the Students screen.
9. In the **Attendance Enrollment form** that appears, fill in the **Effective Date** with the first day of attendance.

    **Note: Schools can update; Program (if applicable), Track (if applicable), Reason (optional), Reporting School (if applicable)*

10. Leave the **Update Student Enter Date** box checked and press **OK**

11. Populate the **Enrollment Tracking** form with the student's previous school information.