Inactivating a Student (Primary) – Aeries Web

***Students should be Inactivated as of the last day of <u>physical</u> attendance**

1. From the student's **Demographics** page click on the **Change** button at the bottom of the form
2. In the **Status** field, select **I – Inactive**
3. Click on **Update** at the bottom of the form
4. Click on **Update Attendance** at the bottom of the form
5. In the **Attendance Leave Form** verify the last day of physical attendance and enter the appropriate exit code in the **Reason** field
6. Leave the **Update Student Leave Date** option checked
7. Click **OK**
8. Populate the **Enrollment Tracking** form to update the student's transfer school or other information regarding the students' status

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Areas to review in Aeries to ensure processes were completed correctly
- Check the **Student Demographics** page, there should be a **Leave Date** in the **Leave Date** field
- From the **Navigation Tree**, click on **Attendance Enrollment**
  - You should see an **Enter** line and a **Leave** line of enrollment for the student, unless the student left on the same day as he/she entered, they will only have one line of enrollment with a 'B' (Both) in the Ent/Lv field
- Click on **Enrollment History**
  - You should see a line of enrollment for your school with Enter/Leave Dates and an Exit Reason