

Inactivating a Student (Secondary) – Aeries Web

****Students should be Inactivated as of the last day of physical 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. In the **Inactivation Options** box, check Drop Lockers, Drop Course Requests, and Drop Class Schedule
4. Enter the last day of physical attendance in the **Leave Date** field. Click **OK**.
5. Click on **Update** at the bottom of the form
6. Click on **Update Attendance** at the bottom of the form
7. In the **Attendance Leave Form**, enter the appropriate exit code in the **Reason** field
 - A. If using exit **Reason 165 – Transfer due to Court Order or Severe Discipline**, the **Nxt Schl** field **MUST** be populated with the next CA Public School the student will be attending (this includes RUSD schools).
 - B. **DO NOT** select a District name in the **NxtSchl** field. If you need a school added to the list, open a TS work order providing the school name and address to be added.
8. Leave the **Update Student Leave Date** option checked
9. Click **OK**.
10. Populate the **Enrollment Tracking** form to update the student's transfer school or other information regarding the students' status

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