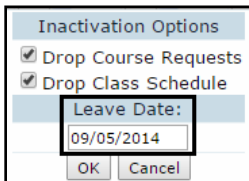# TECHNOLOGY SERVICES

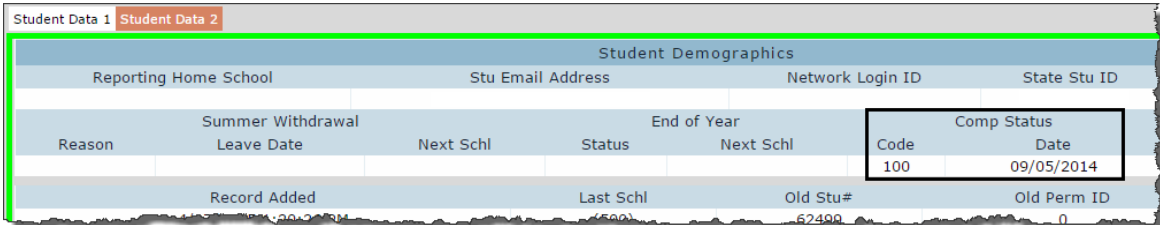## Exiting Graduate AFTER 8/15 – Aeries Web

Graduate on or after 8/15/20XX –

- **Grad** students who graduate after 08/15/20XX must be transferred into the new school year in the school where s/he is receiving their diploma
- This student will be counted as a current school year graduate

1. In the current school year, click **Add** and **Search** using the student's Permanent ID number
2. Click on the Student's Name
3. Click on **Transfer Student**
4. Change the student's **Grade** to 12
5. Change the **Schl Enter Date** to the student's graduation date
6. Change **Status** to "**C – Completer**"
7. On the **Inactivation Options** box, leave the check boxes as they are and change the **Leave Date** to the student's graduation date

Inactivation Options
☑ Drop Course Requests
☑ Drop Class Schedule
Leave Date:
09/05/2014
OK   Cancel

8. Click **OK**, then click **Update**

   YOU WILL RECEIVE A RED ERROR MESSAGE THAT READS: Student has no ATT enrollment and/or no summer withdrawal

9. On **Student Data 2** change the **Comp Status Code** to **100** (Graduated) and **Completion Status Date** to student's graduation date. Click **Update**.

Student Data 1	Student Data 2		

Student Demographics			
Reporting Home School	Stu Email Address	Network Login ID	State Stu ID

	Summer Withdrawal		End of Year		Comp Status	
Reason	Leave Date	Next Schl	Status	Next Schl	Code	Date
					100	09/05/2014

Record Added	Last Schl	Old Stu#	Old Perm ID
	(500)	62490	0

10. Open a work order under the **Service Type** CALPADS so a Technician can update the Completion Status information on CALPADS and to remove the red error message from Aeries. *Until this is done, the student will not be reported as a graduate.*

11. ⓘ *If the previous Comp Status Code was a 360, you must remove this Comp Status Code and Date in the previous school year.* Please be sure to add this information to your work order.