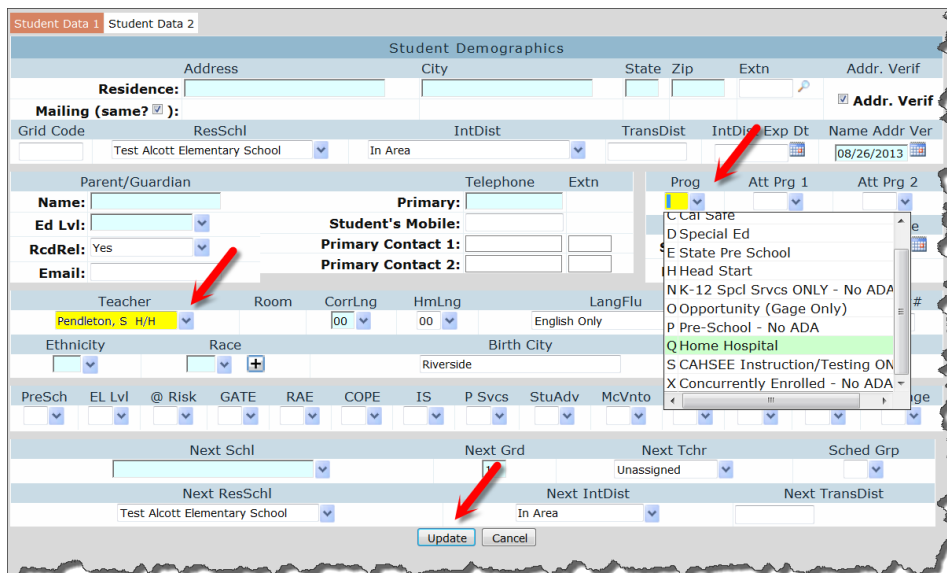


Home Hospital Students – Elementary – Aeries Web

When the school has been notified by Pupil Services that a student will be placed on Home Hospital status the student's attendance will be changed to **Q** (home hospital) for the duration of the time reported by Pupil Services.

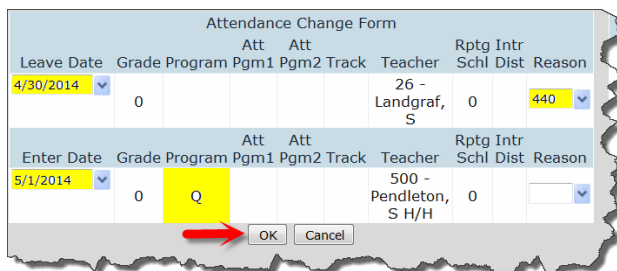
- **The Home Hospital teacher will be added to the site Teacher data (TCH) table by Pupil Services**
- **Home Hospital teachers will be assigned a teacher number starting with 5xx.**
- **The designation of (HH) will be placed after the teacher's name**

1. In **Student Demographics** page, click on the **Change** button on the bottom of the screen. Change the **Prog** field to **Q – Home Hospital** and the teacher to the **Home Hospital Teacher**. Click on **Update** button at bottom of screen.



The screenshot shows the 'Student Demographics' form. The 'Prog' dropdown is set to 'Q Home Hospital'. The 'Teacher' dropdown is set to 'Pendleton, S H/H'. The 'Update' button is highlighted at the bottom of the form.

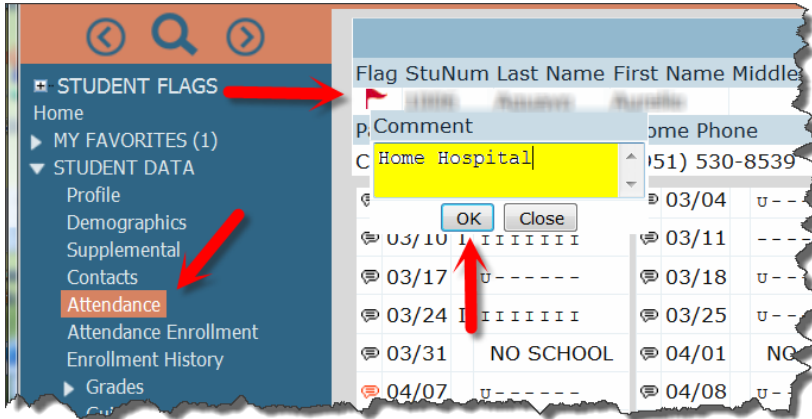
2. From the **Student Demographics** page, click the **Update Attendance** button at the bottom of the screen. Verify that the **effective date**, **program code**, and **reason** are correct. Click the **OK** button.



The screenshot shows the 'Attendance Change Form'. The 'Enter Date' is 4/30/2014, the 'Program' is 'Q', and the 'Reason' is '440'. The 'OK' button is highlighted at the bottom.

Leave Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg	Intr	Schl	Dist	Reason
4/30/2014	0					26 - Landgraf, S	0				440
Enter Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg	Intr	Schl	Dist	Reason
5/1/2014	0	Q				500 - Pendleton, S H/H	0				

- On the **Navigation** tree, click on the **Attendance** link. Next, click on the **Flag** and type **Home Hospital** in the **Comment** box. Click **OK** to complete.



- Click on the **Update ATT Data** button. Enter the **Starting Date**, **Ending Date** and **Reason**. Click on **Update** button..

