

## Retentions Table Aeries.NET

1. From the **Navigation Tree**, click on the **Student Data**.
2. Click on the **Guidance**.
  - a. Click on the **Retentions**.
3. From the **Retentions** form, click on the **Add New Record** option.

The screenshot shows the Aeries.NET interface for the 2013-2014 Test at Alcott Elementary School. On the left is a navigation tree with categories like Student Flags, My Favorites (20), Student Data, Profile, Demographics, Supplemental, Contacts, Attendance, Attendance Enrollment, Enrollment History, Grades, Guidance, Assertive Discipline, Discipline, Counseling, Visitation, Interventions, Retentions, and Victims. Three yellow arrows point to 'Student Data', 'Guidance', and 'Retentions' in the tree. The main area displays a form with fields for Flag, StuNum, Last Name, First Name, Middle Name, Parent/Guardian, and Home Phone. Below these fields are buttons for Print, Date Code Tag Grade Copy, and Add New Record. A diskette icon is also visible at the bottom right of the form area.

4. If the Date auto-populated is correct, **Click** on the pull-down in the **Code** field and select the appropriate code from the list.
5. If the Date is incorrect, click on the **Date** picker then **Click** on the pull-down in the **Code** field to select the appropriate code from the list.
6. The **Tag** field has several options:
  - a. **1 – Out of District**
  - b. **2 – Invited**
  - c. **3 – Attended**
7. Based on the students **Code** determines if the **Tag** field must be populated (*refer to instructions from Instructional Services*).
8. To **Save** the entry, click on the **diskette** icon.

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- To **Cancel** the entry, click on the **Undo** icon.

### Print Retention Report

- From the **Retentions** form click on the **Print** button.
- From the **Print Retentions by Student Report Options**, type the **Start** and **End Dates** for printing, if not the default dates displayed.
- Click on **Run Report**.

## Adams Elementary School

5/2/2011

### 2010-2011 Retentions Report by Student - 8/23/2010 through 5/2/2011

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STU#	Student Name	Date	Code	Description	Tag	Grd	Comment
8687		05/02/2011	AR	Risk of Ret 2nd Tri Rpt Card	1	0	