

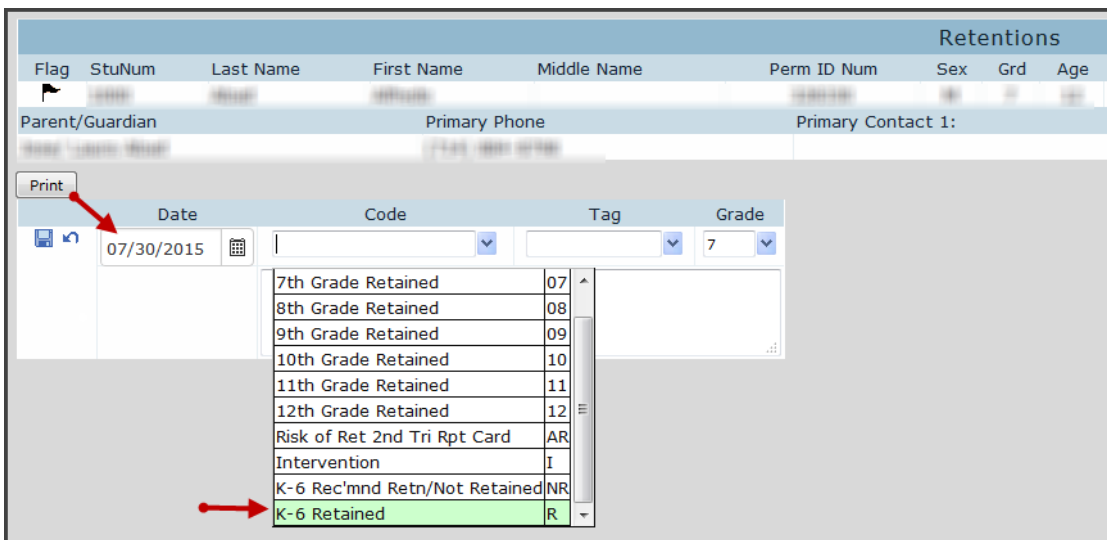
Retentions Table Elementary Schools – Aeries Web

There are a couple of ways to retrieve a list of students with an **At Risk of Retention** and/or **Retention** record in 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.

OR

1. From the Navigation Tree, click on the **Query**.
2. Run the following Aeries Query: **LIST STU RET STU.ID STU.NM STU.GR RET.DT RET.CD RET.CD? RET.GR RET.TG RET.CO IF RET.DT > 07/01/2014**



The screenshot shows the 'Retentions' form in Aeries Web. The 'Code' field is open, displaying a list of retention codes. A red arrow points to the 'K-6 Retained' option, which is highlighted in green. The 'Date' field is set to 07/30/2015, and the 'Grade' field is set to 7. The 'Tag' field is currently empty.

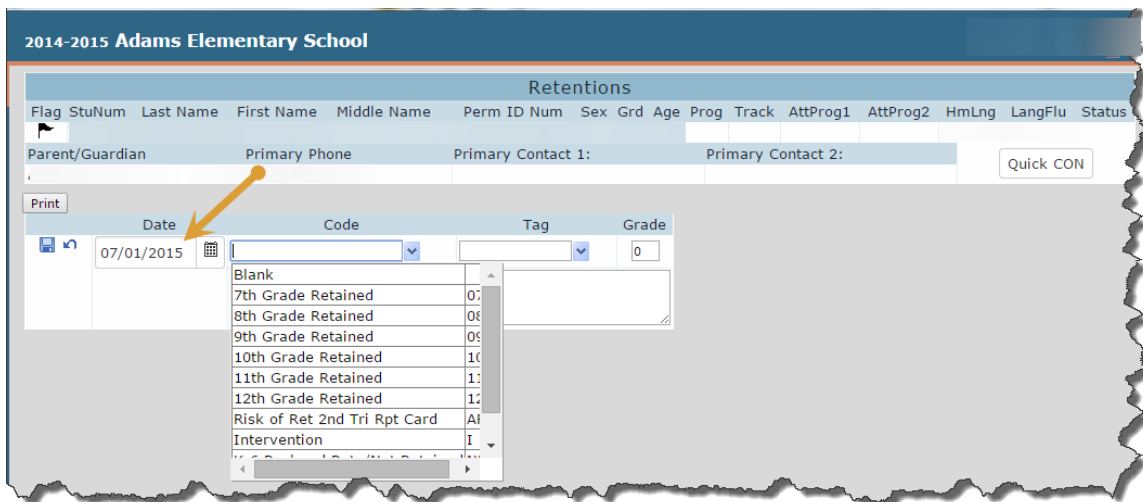
Code	Tag
7th Grade Retained	07
8th Grade Retained	08
9th Grade Retained	09
10th Grade Retained	10
11th Grade Retained	11
12th Grade Retained	12
Risk of Ret 2nd Tri Rpt Card	AR
Intervention	I
K-6 Rec'mnd Retn/Not Retained	NR
K-6 Retained	R

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. Do **NOT** use the default date (*when the record is actually entered into Aeries unless that is the date on the form*) or the signature date.
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**
 - d. **4 – Credit Deficient**

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

Elementary Schools:

- **Retained** student(s) paperwork is submitted to **RAE**.
 - a. The school site must open a work order to have the student's **Nxt Grd** changed/updated to the retained grade level so the student(s) will **not** promote to the next grade level in the new school year.
 - b. The school site will update the students Retention record in Aeries with a code **R – K-6 Retained**.
- **Notice of Non-Retention** student(s) paperwork is submitted to **RAE**.
 - a. RAE will open a work order to have the students **Nxt Grd** changed/updated to 'corrected' grade level so the student can promote to the next grade level in the new school year.
 - b. RAE will update the students **Retention** record in Aeries with a code **NR – K-6 Rec'mnd Retn/Not Retained**.



2014-2015 Adams Elementary School

Retentions

Flag StuNum Last Name First Name Middle Name Perm ID Num Sex Grd Age Prog Track AttProg1 AttProg2 HmLng LangFlu Status

Parent/Guardian Primary Phone Primary Contact 1: Primary Contact 2: Quick CON

Print

Date	Code	Tag	Grade
07/01/2015			0

Blank
7th Grade Retained 0:
8th Grade Retained 0:
9th Grade Retained 0:
10th Grade Retained 1:
11th Grade Retained 1:
12th Grade Retained 1:
Risk of Ret 2nd Tri Rpt Card Af
Intervention I

Print Retention Report

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



Print Retentions by Student Report Options	
Report Format:	PDF <input type="button" value="v"/>
Report Delivery:	None <input type="button" value="v"/>
Start Date End Date	
08/23/2010 <input type="button" value="calendar"/>	05/02/2011 <input type="button" value="calendar"/>
<input type="button" value="Run Report"/>	

Adams Elementary School

5/2/2011

2010-2011 **Retentions Report by Student - 8/23/2010 through 5/2/2011** Page 1

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