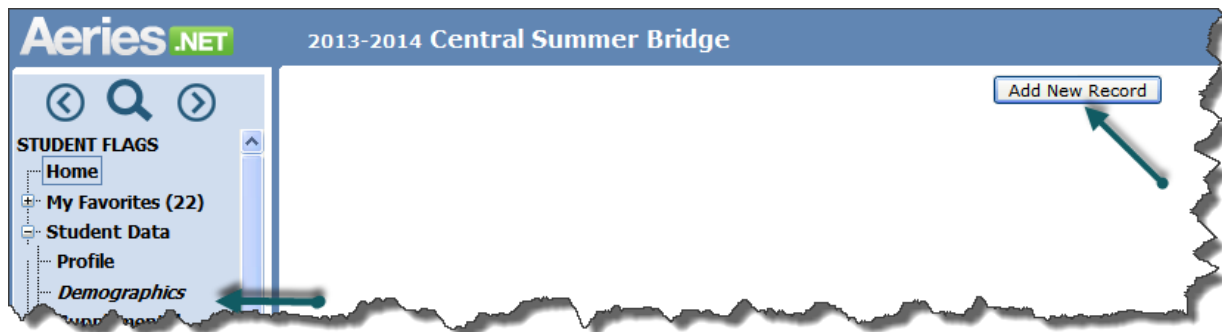


Summer School for Summer Bridge – Aeries.NET

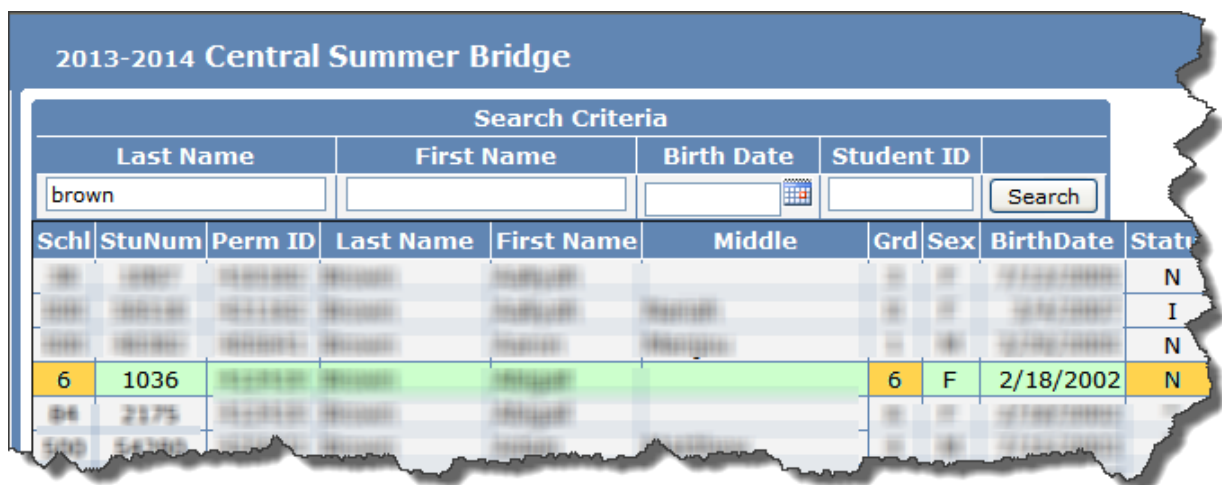
TRANSFER STUDENTS INTO SUMMER BRIDGE

1. From the **Navigation Tree** click on the **Demographics** option under **Student Data**.
2. Click on the **Add New Record** button

The **Add New Record** button will only display once. **Only** when adding the very first student.

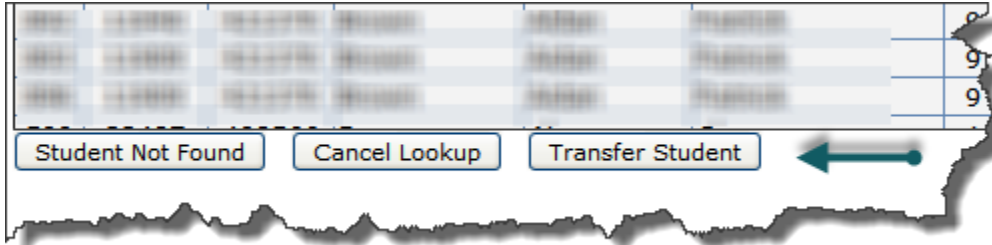


3. When the **Search Criteria** window appears; users can locate a student using several options:
 - a. Enter 6-digit student perm ID number
 - b. Student name (starting with last name)
 - c. Student number

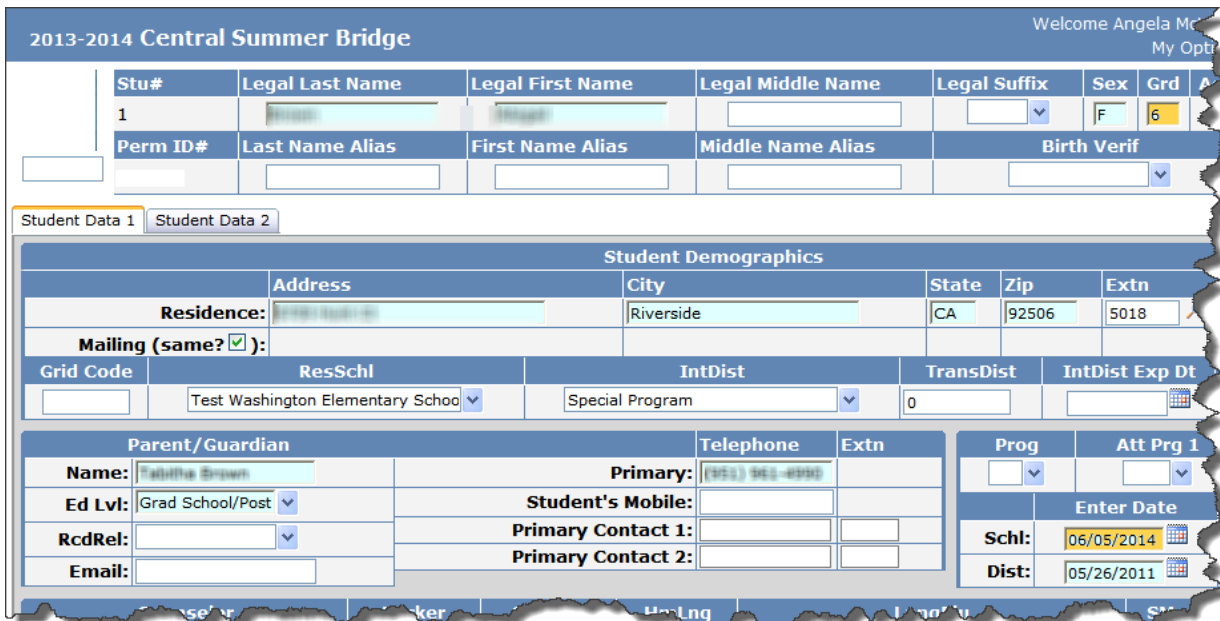


When selecting the student, be sure to check the **Schl**, **Grd** and **Status (N)** fields to ensure you're transferring the correct student into the Summer Bridge Program.

- Click on the **Transfer Student** button at the bottom of the form.



- When the **Student Demographics** form appears, promote the students **Grd** level to 7 and change the **Schl: Enter Date** to the first day of Summer Bridge.
- Change other pertinent demographic information on this form, *if applicable*.
- Click the **Update** button at the bottom of the form.



The screenshot shows the "2013-2014 Central Summer Bridge" interface. At the top right, it says "Welcome Angela M... My Opti...". Below is a table with columns: Stu#, Legal Last Name, Legal First Name, Legal Middle Name, Legal Suffix, Sex, Grd, and A. The first row shows Stu# 1, Legal Last Name [redacted], Legal First Name [redacted], Legal Middle Name [redacted], Legal Suffix [redacted], Sex F, Grd 6, and A [redacted]. Below this is another table with columns: Perm ID#, Last Name Alias, First Name Alias, Middle Name Alias, and Birth Verif. Below that are tabs for "Student Data 1" and "Student Data 2". The main form is titled "Student Demographics" and contains several sections:

- Address:** Residence: [redacted], City: Riverside, State: CA, Zip: 92506, Extn: 5018.
- Mailing (same?):**
- Grid Code:** [redacted]
- ResSchl:** Test Washington Elementary School
- IntDist:** Special Program
- TransDist:** 0
- IntDist Exp Dt:** [calendar icon]
- Parent/Guardian:** Name: Patricia Brown, Primary: (951) 963-4990, Telephone: [redacted], Extn: [redacted].
- Ed Lvl:** Grad School/Post
- RcdRel:** [redacted]
- Email:** [redacted]
- Student's Mobile:** [redacted]
- Primary Contact 1:** [redacted]
- Primary Contact 2:** [redacted]
- Prog:** [redacted]
- Att Prg 1:** [redacted]
- Schl: Enter Date:** 06/05/2014
- Dist:** 05/26/2011

- To add/transfer the next student, click on the **Add** button at the bottom of the **Student Demographic** form and repeat steps 3-7.