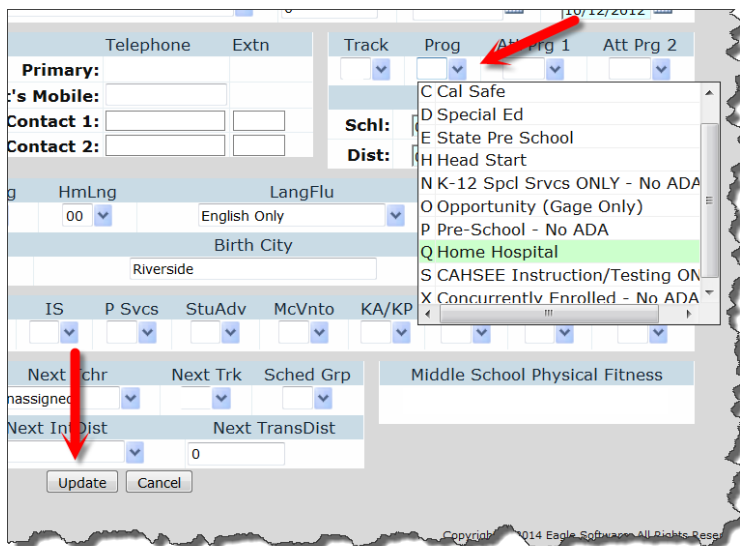


Home Hospital Students – Secondary – Aeries Web

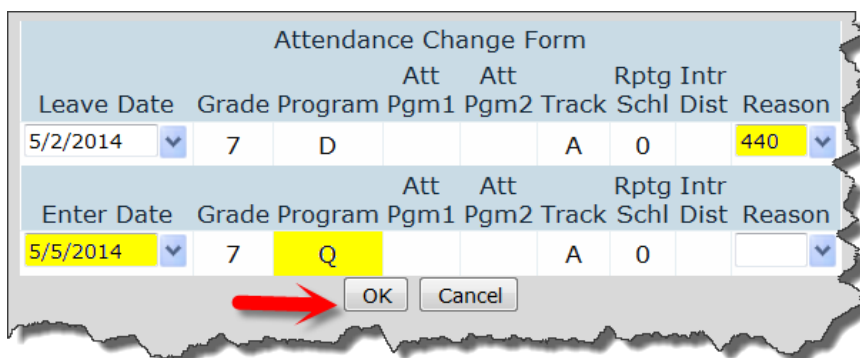
When the school has been notified by Pupil Services that a student will be placed on Home Hospital status the student’s attendance will be changed to **Q** (home hospital) for the duration of the time reported by Pupil Services.

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



The screenshot shows the 'Student Demographics' form. The 'Prog' dropdown menu is open, showing a list of program codes. 'Q Home Hospital' is highlighted in green. A red arrow points to the 'Change' button at the bottom of the form.

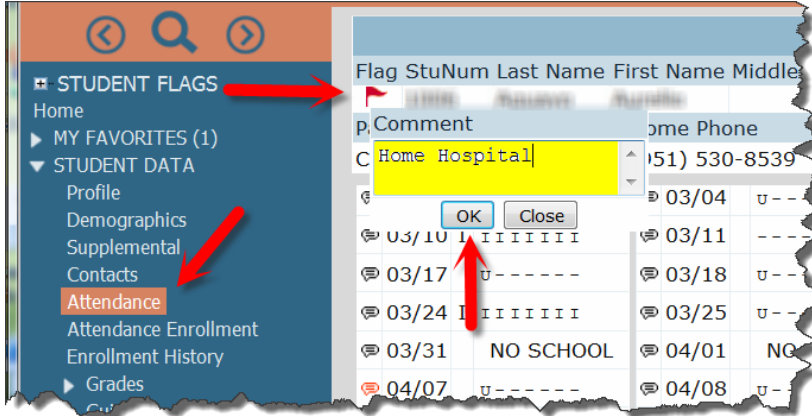
2. From the **Student Demographics** page, click the **Update Attendance** button at the bottom of the screen. Verify that the **effective date**, **program code**, and **reason** are correct. Click the **OK** button.



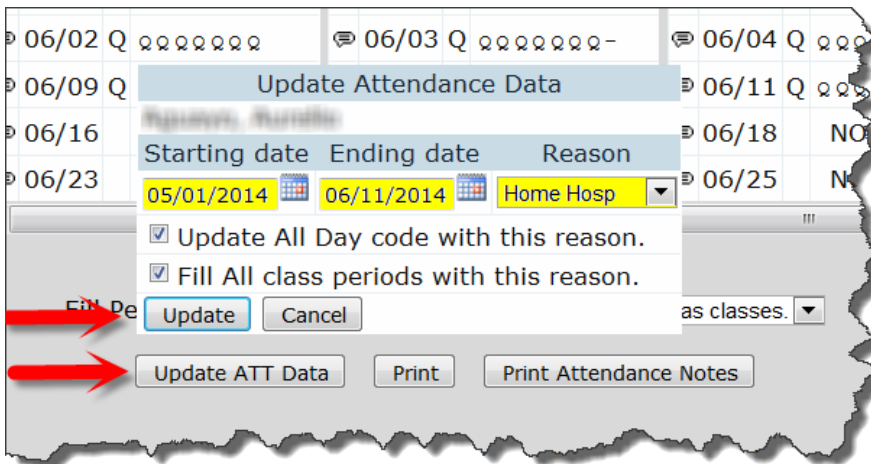
The screenshot shows the 'Attendance Change Form' with two rows of data. The second row is highlighted in yellow, showing the date '5/5/2014', grade '7', and program code 'Q'. A red arrow points to the 'OK' button at the bottom.

Leave Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Rptg Schl	Intr Dist	Reason
5/2/2014	7	D			A	0		440
5/5/2014	7	Q			A	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.

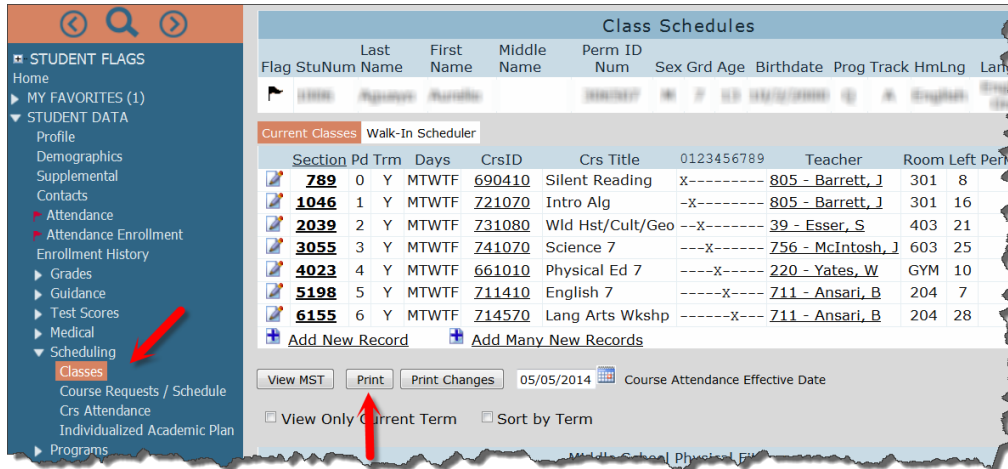


- Click on the **Update ATT Data** button. Enter the **Starting Date**, **Ending Date** and **Reason**. Click on **Update** button..



- 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

- On the **Navigation** tree click on **Student Data**, then **Scheduling** then **Classes** link. Print out a listing of the student's classes to use for reference.



Class Schedules

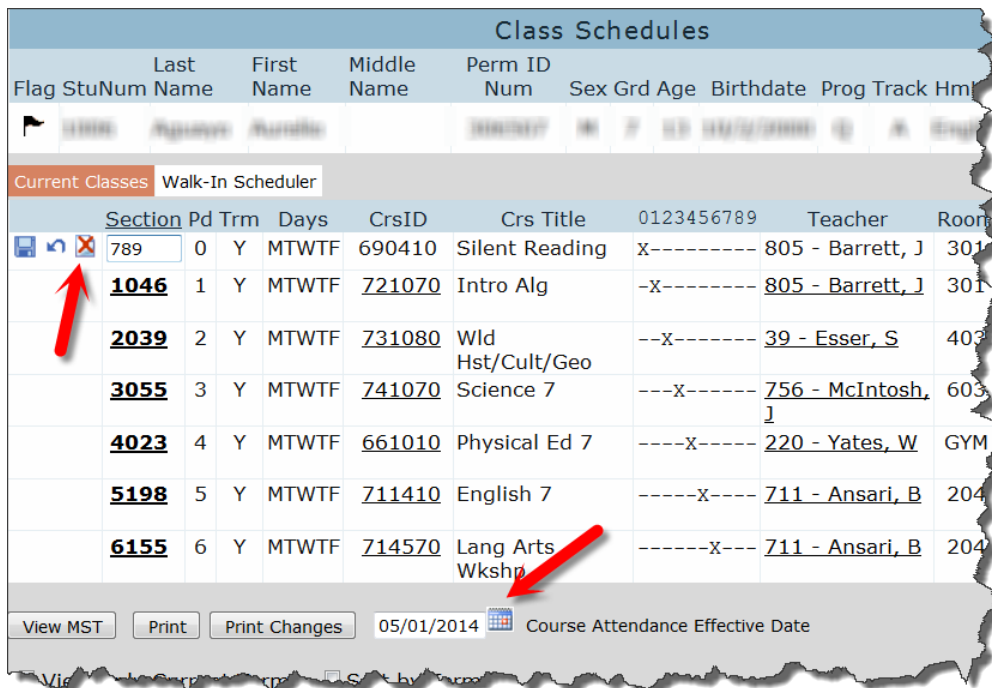
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Hm	Lng	Lang
	1199	Agarwal	Harshita		000007	M	7	13	04/22/2000	Q	A	English		

Current Classes | Walk-In Scheduler

Section	Pd	Trm	Days	CrsID	Crs Title	0123456789	Teacher	Room	Left	Per
789	0	Y	MTWTF	690410	Silent Reading	x-----	805 - Barrett, J	301	8	
1046	1	Y	MTWTF	721070	Intro Alg	-x-----	805 - Barrett, J	301	16	
2039	2	Y	MTWTF	731080	Wld Hst/Cult/Geo	--x-----	39 - Esser, S	403	21	
3055	3	Y	MTWTF	741070	Science 7	---x-----	756 - McIntosh, J	603	25	
4023	4	Y	MTWTF	661010	Physical Ed 7	----x-----	220 - Yates, W	GYM	10	
5198	5	Y	MTWTF	711410	English 7	-----x----	711 - Ansari, B	204	7	
6155	6	Y	MTWTF	714570	Lang Arts Wkshp	-----x---	711 - Ansari, B	204	28	

View Only Current Term
 Sort by Term

- Delete all of the student's current classes making sure to set the **Course Attendance Effective Date** to the day **before** the student was assigned to Home Hospital status. Click on edit icon, then, click on the delete icon.



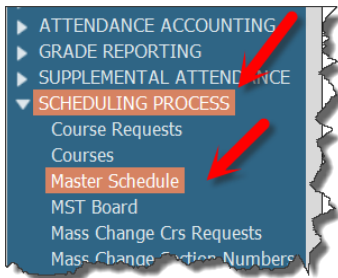
Class Schedules

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	Hm	Lng	Lang
	1199	Agarwal	Harshita		000007	M	7	13	04/22/2000	Q	A	English		

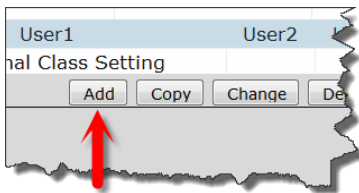
Current Classes | Walk-In Scheduler

Section	Pd	Trm	Days	CrsID	Crs Title	0123456789	Teacher	Room
789	0	Y	MTWTF	690410	Silent Reading	x-----	805 - Barrett, J	301
1046	1	Y	MTWTF	721070	Intro Alg	-x-----	805 - Barrett, J	301
2039	2	Y	MTWTF	731080	Wld Hst/Cult/Geo	--x-----	39 - Esser, S	403
3055	3	Y	MTWTF	741070	Science 7	---x-----	756 - McIntosh, J	603
4023	4	Y	MTWTF	661010	Physical Ed 7	----x-----	220 - Yates, W	GYM
5198	5	Y	MTWTF	711410	English 7	-----x----	711 - Ansari, B	204
6155	6	Y	MTWTF	714570	Lang Arts Wkshp	-----x---	711 - Ansari, B	204

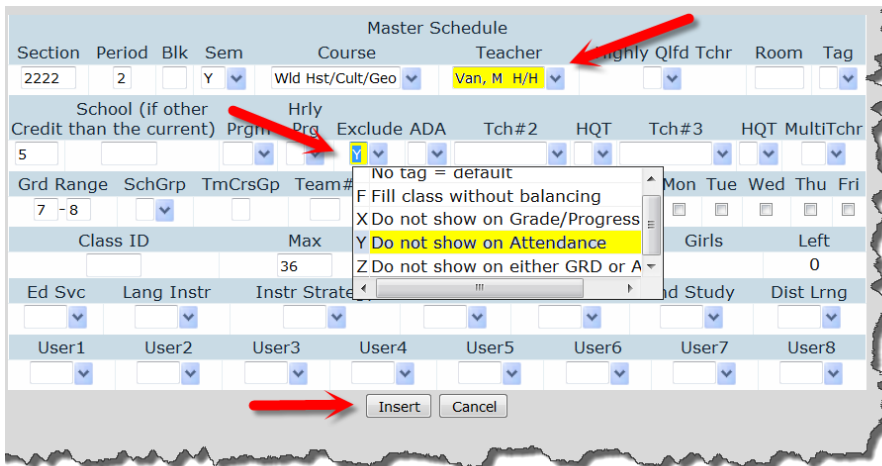
- From the **Navigation** tree, click on **Scheduling Process** link, then on **Master Schedule** link.



- Click on the **Add** button at the bottom of the window.



- Add a new section for **each** of the **regular classes** the student is currently enrolled in. The **Home Hospital** teacher will be the teacher of record for each of these classes.
- Set the **Exclude** field in the section to **Y – Do not show on Attendance**. The Home Hospital teacher will submit grades **only** via **AeriesABI** portal.



- On the same section, set the **Instr Strategy** on the **More Info** tab to code **300** for Home Hospital. **This coding is needed for Fall 2 CALPADS reporting.**

12. Create **new** sections for **each** of the student's **regular teachers** as **period placeholder courses**. Each of these new sections will be **Exclude ADA** from both the **Z - Grade Reporting and Attendance**. Grading will be done by the Home Hospital teacher via **AeriesABI** portal.

Master Schedule

Section	Period	Blk	Sem	Course	Teacher	Highly Qlfd Tchr	Room	Tag
3232	3		Y	HomeHosp Per-3	McIntosh, J			

Credit	School (if other than the current)	Prgm	Hrly Prg	Exclude ADA	Tch#2	HQT	Tch#3	HQT	MultiTch
0				Z					

Grd Range	SchGrp	TmCrsGp	Team#	Sem	Ed Svc	Lang Instr	Instr Strategy	Study	Dist Lrng
7-12							300		

User1	User2	User3	User4	User5	User6	User7	User8

13. Add **all** of these **new sections, Home Hospital Placeholder classes** and the **regular classes** with the Home Hospital **teacher** to the student's schedule as of the first day of Home Hospital status.

Class Schedules

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate
	11111	Ansari	Burhan		11111111	M	7	11/11/2008	

Section	Pd	Trm	Days	CrsID	Crs Title	0123456789	Teacher	Room
1248	1	Y	MTWTF	721070	Intro Alg	-x-----	502 - Van, M H/H	
1249	1	Y	MTWTF	515101	HomeHosp Per-1	-x-----	805 - Barrett, J	
2222	2	Y	MTWTF	731080	Wld Hst/Cult/Geo	--x-----	502 - Van, M H/H	
2223	2	Y	MTWTF	515102	HomeHosp Per-2	--x-----	39 - Esser, S	
3231	3	Y	MTWTF	741070	Science 7	---x-----	502 - Van, M H/H	
3232	3	Y	MTWTF	515103	HomeHosp Per-3	---x-----	756 - McIntosh, J	
5235	5	Y	MTWTF	711410	English 7	-----x----	502 - Van, M H/H	
5236	5	Y	MTWTF	515105	HomeHosp Per-5	-----x----	711 - Ansari, B	
6196	6	Y	MTWTF	714570	Lang Arts Wkshp	-----x---	502 - Van, M H/H	
6197	6	Y	MTWTF	515106	HomeHosp Per-6	-----x---	711 - Ansari, B	



You can also verify all information is correct by checking /editing the student **Course Attendance (CAR)** data.

Course Attendance										
Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Pr
Course Enrollment History										
	Section Pd	Trm	Days	Crs ID	Course Title	Teacher	Room	Start Date	Stop Date	
	789	0	Y	MTWTF	690410	Silent Reading	Barrett, J (805)	301	8/23/2013	4/30/2014
	1046	1	Y	MTWTF	721070	Intro Alg	Barrett, J (805)	301	8/23/2013	4/30/2014
	1248	1	Y	MTWTF	721070	Intro Alg	Van, M H/H (502)		5/1/2014	6/11/2014
	1249	1	Y	MTWTF	515101	HomeHosp Per-1	Barrett, J (805)		5/1/2014	6/11/2014
	2039	2	Y	MTWTF	731080	Wld Hst/Cult/Geo	Esser, S (39)	403	8/23/2013	4/30/2014
	2223	2	Y	MTWTF	515102	HomeHosp Per-2	Esser, S (39)		5/1/2014	6/11/2014
	2222	2	Y	MTWTF	731080	Wld Hst/Cult/Geo	Van, M H/H (502)		5/1/2014	6/11/2014
	3055	3	Y	MTWTF	741070	Science 7	McIntosh, J (756)	603	9/5/2013	4/30/2014
	3231	3	Y	MTWTF	741070	Science 7	Van, M H/H (502)		5/1/2014	6/11/2014
	3232	3	Y	MTWTF	515103	HomeHosp Per-3	McIntosh, J (756)		5/1/2014	6/11/2014
	4023	4	Y	MTWTF	661010	Physical Ed 7	Yates, W (220)	GYM	9/5/2013	4/30/2014
	5198	5	Y	MTWTF	711410	English 7	Ansari, B (711)	204	9/5/2013	4/30/2014
	5235	5	Y	MTWTF	711410	English 7	Van, M H/H (502)		5/1/2014	6/11/2014
	5236	5	Y	MTWTF	515105	HomeHosp Per-5	Ansari, B (711)		5/1/2014	6/11/2014
	6155	6	Y	MTWTF	714570	Lang Arts Wkshp	Ansari, B (711)	204	9/5/2013	4/30/2014
	6196	6	Y	MTWTF	714570	Lang Arts Wkshp	Van, M H/H (502)		5/1/2014	6/11/2014
	6197	6	Y	MTWTF	515106	HomeHosp Per-6	Ansari, B (711)		5/1/2014	6/11/2014