TECHNOLOGY SERVICES

Elementary User Workshop

Welcome!

Agenda

- Enrollment Reminders
- Enrollment Checklists
- Testing Only Students aka Speech Only
- School/District Enter Dates
- Pre-Enrolling Students 2014-15
- Exiting Students
  - General Exits
  - No Show Process (Status "N")
  - Pre-Enrolled; Never Attended (Status "P")
- Student is Truant!
- ODE (Other District Enrollment)
- TK Reporting Reminders/Goals
- TK Query
- Accessing the CALPADS 5.3 Report

Enrollment Reminders

- Transfer Students from another RUSD school
  - DO NOT have to complete an entire enrollment packet
- Physicals
  - Are not required for new students grades 2nd-6th
- CUMS
  - No longer require Health Card or Test Card
- Birth Certificates
  - Names must be entered as shown
  - Suffixes (Jr, II, III) must be entered into the Suffix field
  - Birth City and State must be entered as shown
- Phone Numbers
  - District Default Number (000)000-0000
- UppATT (Update Attendance)
  - Use UppATT option on Student Data 1 page

Enrollment Checklists

New Student Enrolling
Students Name _____

_____ Enrollment Count

_____ Enter in Aeries and UPDATT

_____ Log in Accessions Book

_____ Request Records/Make up Cum

_____ **ODE**- Other District Enrollment

_____ SNOR – foreign student
Yes if less, No if more than 3 yr in US

_____ GATE – D. Newton

_____ Language Codes

_____ Housing Code

_____ Immunizations

_____ Contacts

_____ Library / Cafeteria- email

_____ Give teacher the students ID number

_____ US School Entry Date

_____ TK. B/D is Btwn 9/2 – 12/2-Marked TK

NEW STUDENT REGISTRATION

Checklist

Aeries

- ☐ 1st Page Info in blue / Ethnicity form information
- ☐ 2nd Page Birth State & Country / BD Verification
- ☐ 4th Page Home type – fax to if 120
- ☐ Language Fax to Assessment Center if needed
- ☐ Medical From Immunization Card
  - ☐ Print Blue Card
  - ☐ Copy of heath form to health office if applicable
- ☐ Contacts
- ☐ Other District Enrollment
  - ☐ Request Records
  - ☐ PRC Request (if RUSD)

CUM

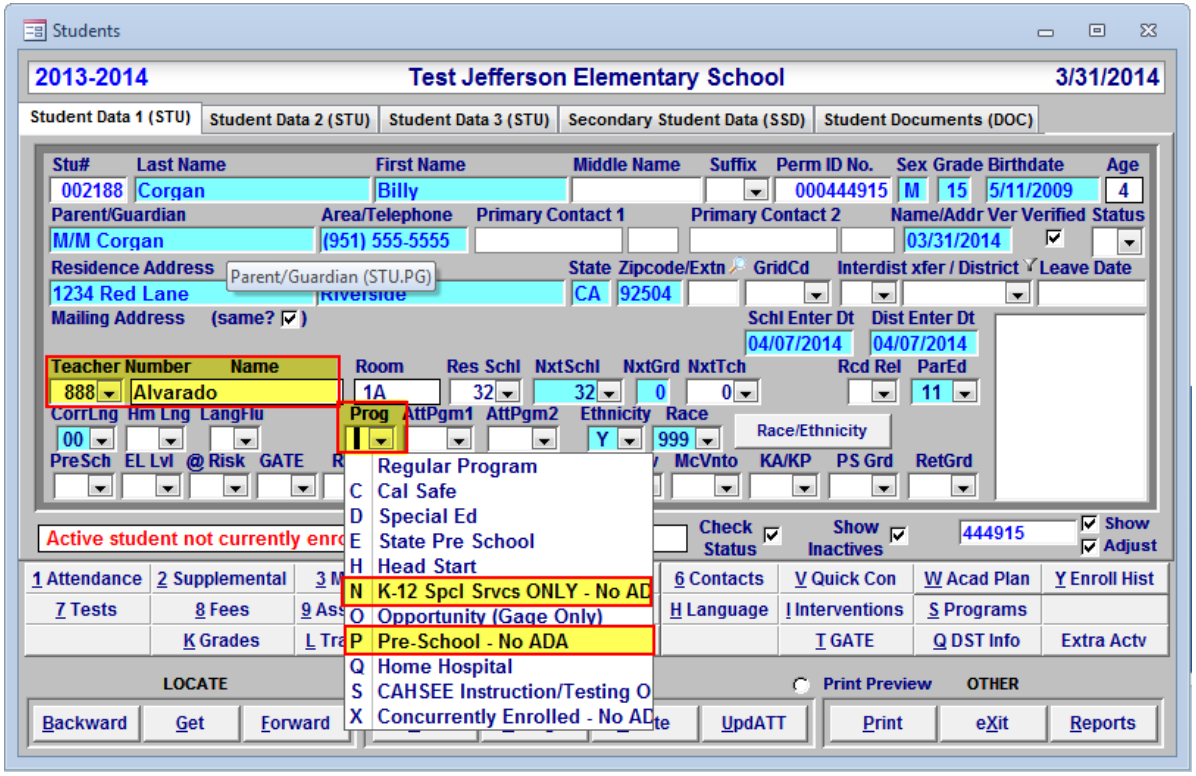
- ☐ CUM
- ☐ ED Card (Record Label)

Other

- ☐ Check for IEP
- ☐ Send NEW STUDENT email notification: Fladland, Wecker, W

Testing Only Students aka Speech Only

Aeries CS Enrollment



Teacher

Enter # in the Teacher field, if # is not available you can add it to the teacher table

Program

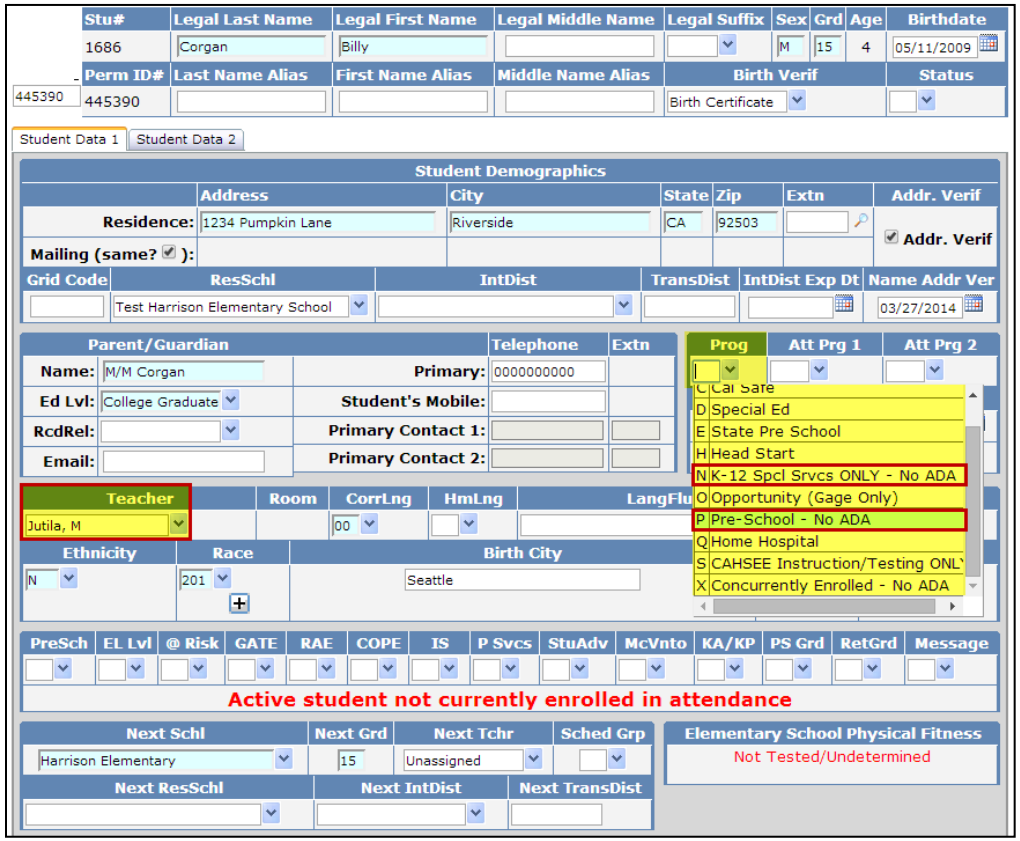
N = K-6

P = Preschool

***Student stays active during testing and also while they are receiving services**

Testing Only Students aka Speech Only

Aeries.NET Enrollment



Teacher

Enter teacher in the Teacher field, if teacher is not available you can add it to the teacher table

Program

N = K-6

P = Preschool

***Student stays active during testing and also while they are receiving services**

Testing Only Students aka Speech Only

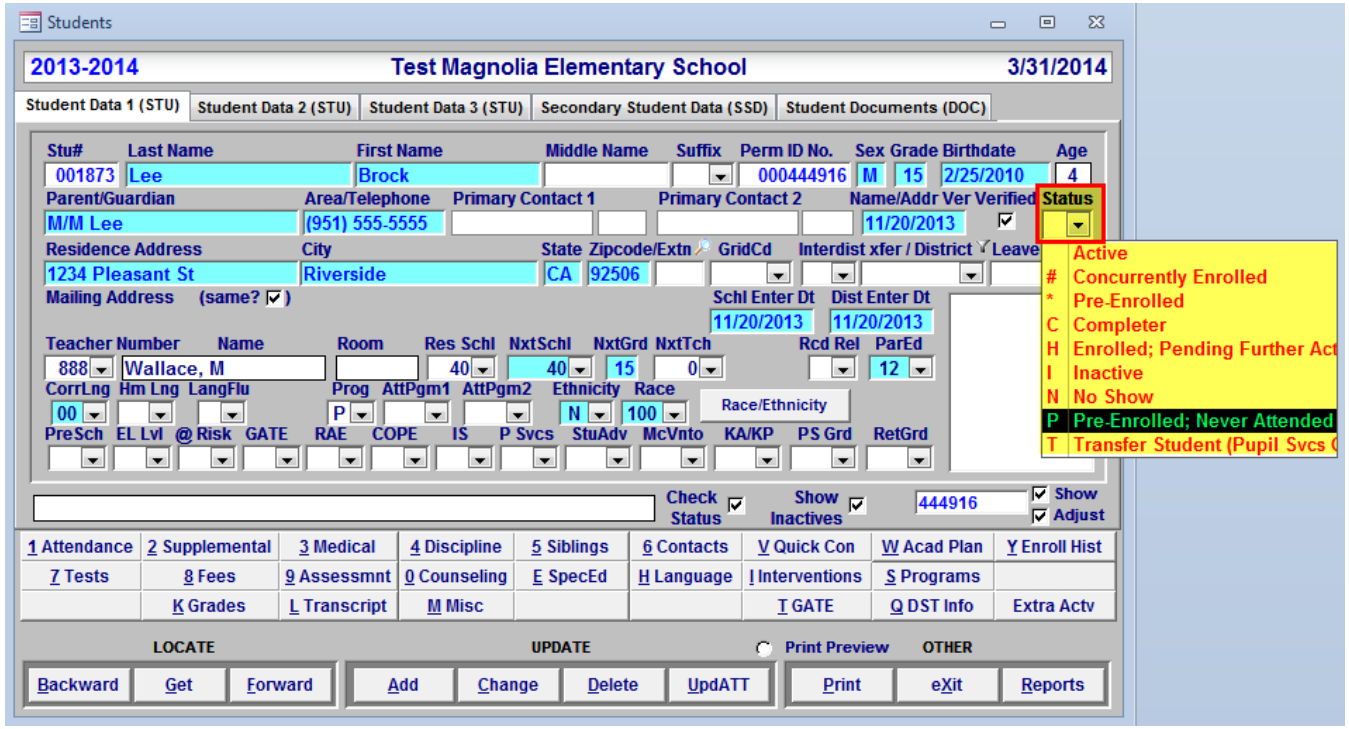
Don't forget!

- Parents/Guardians of Test Only Students must complete **ALL** RUSD enrollment documents!
- If a student is in grades K-12 with an "N" Program (K-12 Special Services), they WILL print on your weekly enrollment count
- You MUST deduct these students from your count

Testing Only Students aka Speech Only

Student Did Not Qualify, now what?
Aeries CS

- Student must be Pre-Enrolled; Never Attended

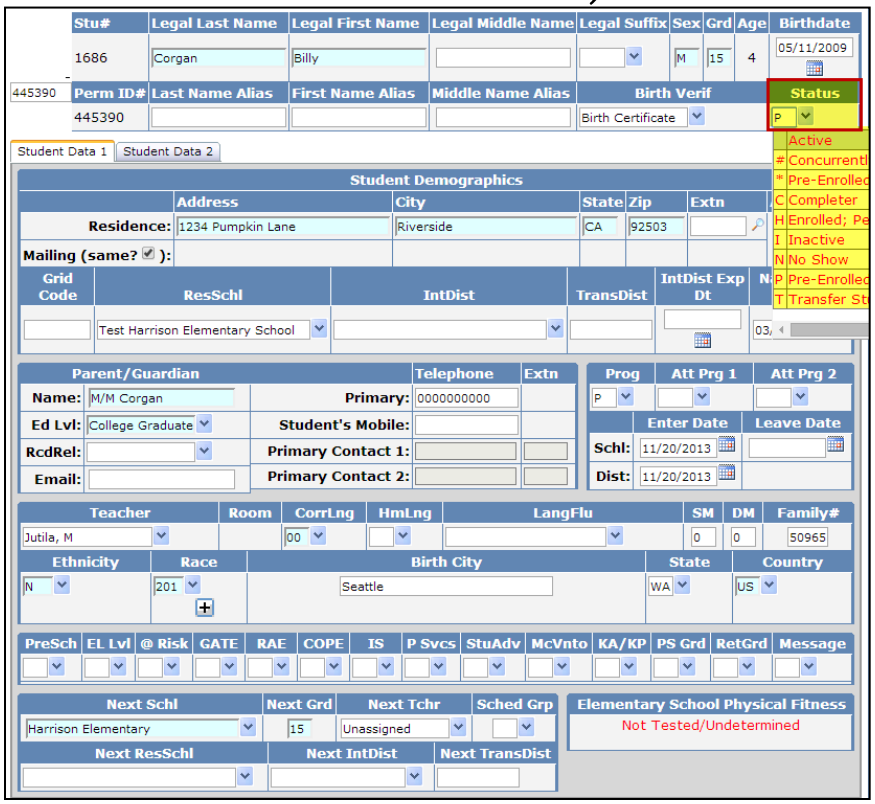


Status
P – Pre-Enrolled; Never Attended

Testing Only Students aka Speech Only

Student Did Not Qualify, now what?
Aeries.NET

- Student must be Pre-Enrolled; Never Attended



Status
P – Pre-Enrolled; Never Attended

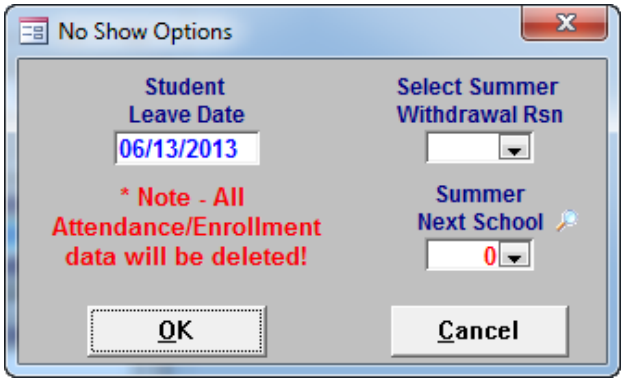
Testing Only Students aka Speech Only

Student Did Not Qualify

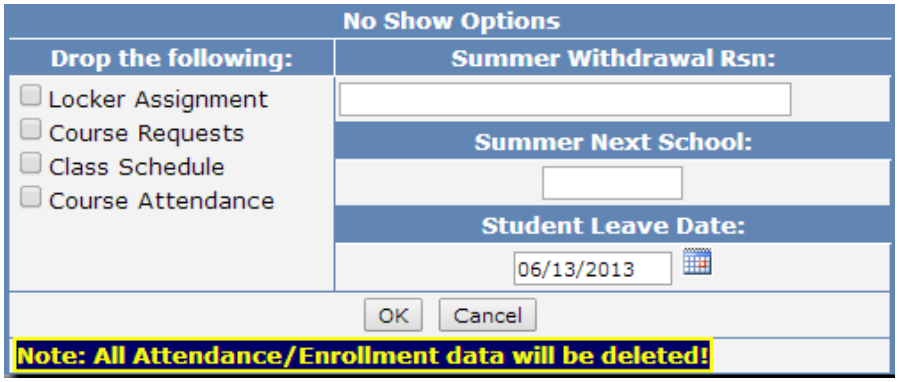
- No Show Options Box will appear

Student Leave Date
MUST BE CHANGED!
This date defaults to the last day of school for the previous school year

Aeries CS



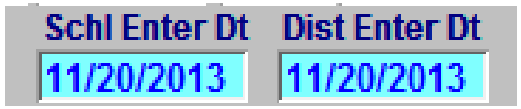
Aeries.NET

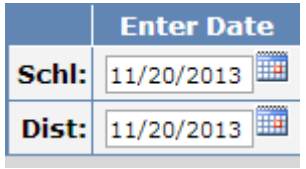


Testing Only Students aka Speech Only

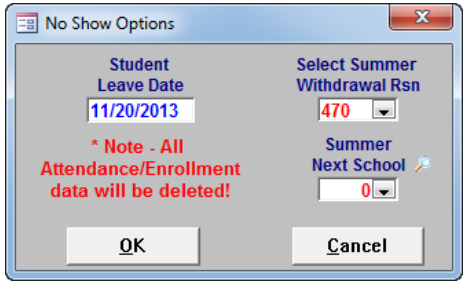
Student Did Not Qualify (cont.)

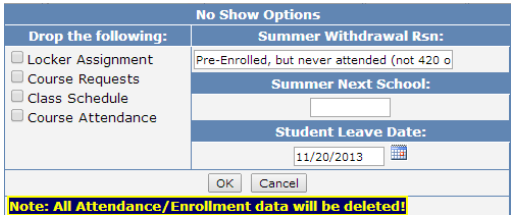
Student Leave Date
Use the Enter Date





Select Summer Withdrawal Reason
470
Summer Next School
0 or Blank





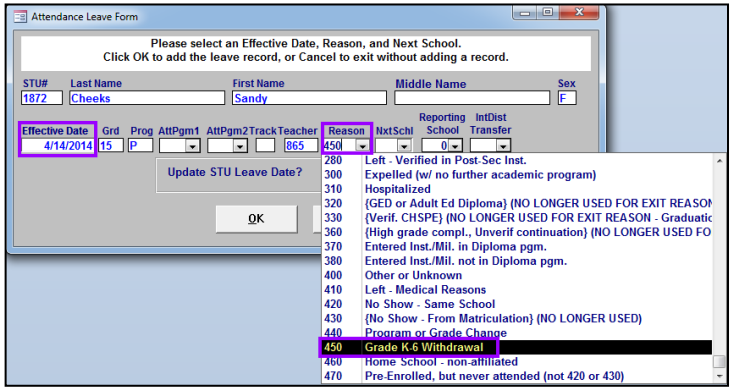
Aeries CS
Click OK
Student will now have a purple border

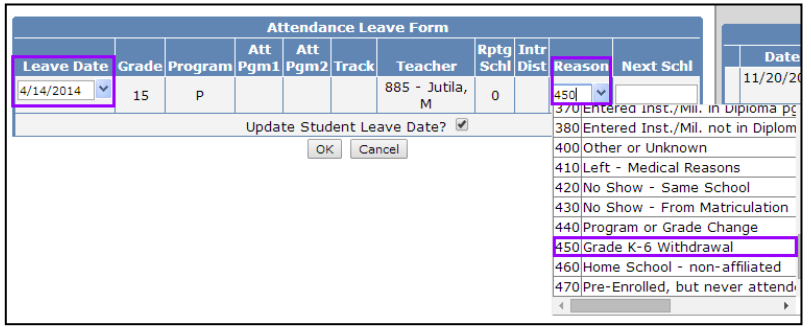
Aeries.NET
Click OK
Click Update
Student will now have a purple border

Testing Only Students aka Speech Only

Received Services, Inactivation Process

- If a student receives services and then is exited from Special Ed, you must:
  - Inactivate the student with an "I" Status
  - The Attendance Leave Form will appear:





Effective Date (CS) or Leave Date (.NET)
Special Ed Exit Date from IEP
Reason
450 Grade K-6 Withdrawal (Even for PS!)
Click OK Student will now have a red border

School/District Enter Dates

- If a student is starting in the district for the 1st time, your **School and District Enter Dates** must be the same

Schl-Year	School Name	Stu#	Trk	Prg	AP1	AP2	Grd	Teacher	Enter Date	Leave Date	Exit Rsn
2013-2014	046 Pachappa Elementary School	001091				0	12	Davis, I	8/26/2013		

Schl Enter Dt	Dist Enter Dt
08/26/2013	08/26/2013

Enrollment History | Other District Enrollment

Year	School	Stu#	Trk	Prg	AttPrg1	AttPrg2	Grd	Teacher	Enter Date	Leave Date	Exit Reason
2013	Test Pachappa Elementary School (46)	1091					0	12 - Davis, I	8/26/2013		

	Enter Dt
Schl:	8/26/2013
Dist:	8/26/2013

- Pre-enrolled students for the 14-15 school year should have School/District Enter Dates of:

Schl Enter Dt	Dist Enter Dt
08/25/2014	08/25/2014

	Enter Date
Schl:	08/25/2014
Dist:	08/25/2014

School/District Enter Dates

- Students will receive an updated School and District Enter Date:
  - If you can verify that the student was enrolled in another school district for any amount of time **OR** away from RUSD for more than 30 days
  - You must update the District Enter Date!

Schl-Year	School Name / Stu#	Trk	Prg	AP1	AP2	Grd	Teacher	Enter Date	Leave Date	Exit Rsn
2013-2014	012 Emerson Elementary School 001965					1	9 Breyer, C	3/04/2014		
2013-2014	012 Emerson Elementary School 001965					1	9 Breyer, C	9/03/2013	1/08/2014	160

Schl Enter Dt	Dist Enter Dt
03/04/2014	03/04/2014

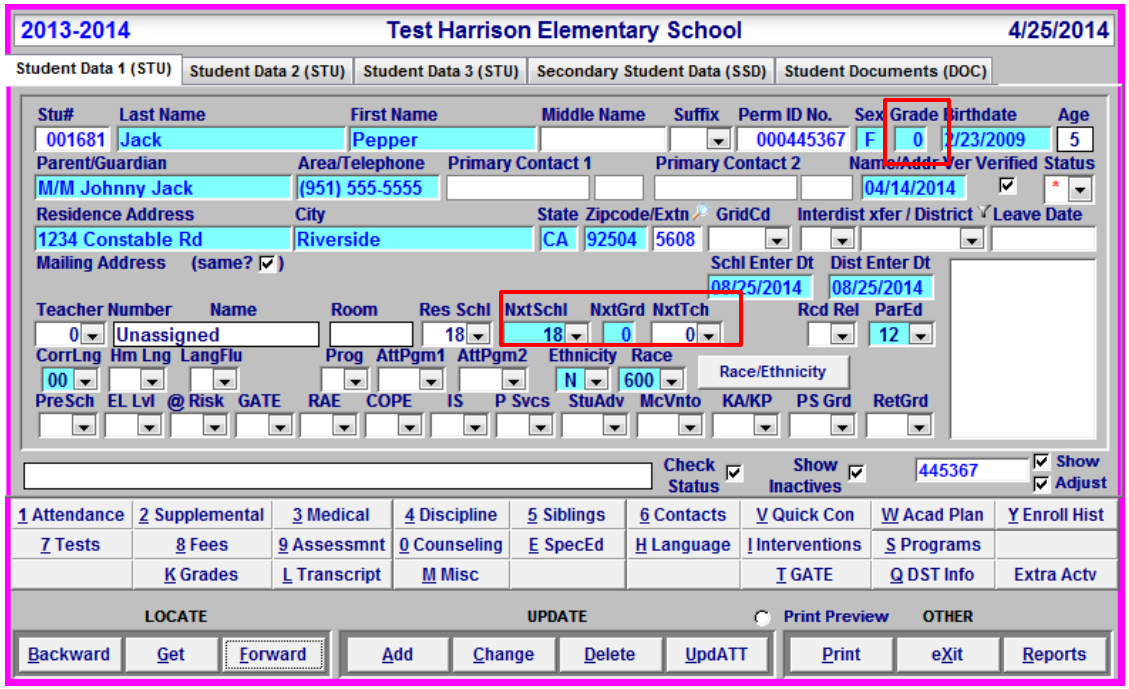
	Year	School	Stu#	Trk	Prg	AttPrg1	AttPrg2	Grd	Teacher	Enter Date	Leave Date	Exit Reason
	2013	Emerson Elementary School (12)	1965					1	9 - Breyer, C	3/4/2014		
	2013	Emerson Elementary School (12)	1965					1	9 - Breyer, C	9/3/2013	1/8/2014	160

	Enter Dt
Schl:	3/4/2014
Dist:	3/4/2014

- ***District Enter Date*** will remain the same when
  - The student leaves and returns to RUSD within 30 days of leaving the District **AND** Did Not enroll in another district

Pre-Enrolling Students 2014-15

Status *



Grade and Next Grade

Should be grade that the student will be in for the new school year

Next School

Should be your school

Pre-enrolled students for the 14-15 school year should have School/District Enter Dates of:

Schl Enter Dt	Dist Enter Dt
08/25/2014	08/25/2014

Pre-Enrolling Students 2014-15

Status *

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
1681	Jack	Pepper			F	0	5	2/23/2009
Perm ID#	**Last Alias**	**First Alias**	**Middle Alias**		**Birth Verif**			**Status**
445367					Birth Certificate (1)			Pre-Enrolled (*)

Student Data 1 | Student Data 2

Student Demographics

	Address	City	State	Zip	Extn	Map	Addr. Verif
Residence:	1234 Constable Rd	Riverside	CA	92504	5608		
Mailing (same?):							

Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name Addr Ver
	Test Harrison Elementary School (18)	In Area			4/14/2014

	Parent/Guardian		Telephone	Extn
Name:	M/M Johnny Jack	**Primary:**	(951) 555-5555	
Ed Lvl:	Some College (12)	**Student's Mobile:**		
RcdRel:	Yes	**Primary Contact 1:**		
Email:		**Primary Contact 2:**		

Prog	Att Prg 1	Att Prg 2

	Enter Dt	Leave Dt
Schl:	8/25/2014	
Dist:	8/25/2014	

Teacher	Room	CorrLng	HmLng	LangFlu	SM	DM	Family#
0 - Unassigned		English		To be Determined	0	0	50958

Ethnicity	Race	Birth City	State	Country
N	Black or African American	Riverside	CA	US

PreSch	EL Lvl	@ Risk	GATE	RAE	COPE	IS	P Svcs	StuAdv	McVnto	KA/KP	PS Grd	RetGrd	Message

Next Schl	Next Grd	Next Tchr	Sched Grp
Harrison Elementary (18)	0	Unassigned (0)	

Next ResSchl	Next IntDist	Next TransDist
Test Harrison Elementary School (18)	In Area	

Add | Change | Delete | Update Attendance | Print Withdrawal Form | Print | Print Emergency Card

Grade and Next Grade

Should be grade that the student will be in for the new school year

Next School

Should be your school

Pre-enrolled students for the 14-15 school year should have School/District Enter Dates of:

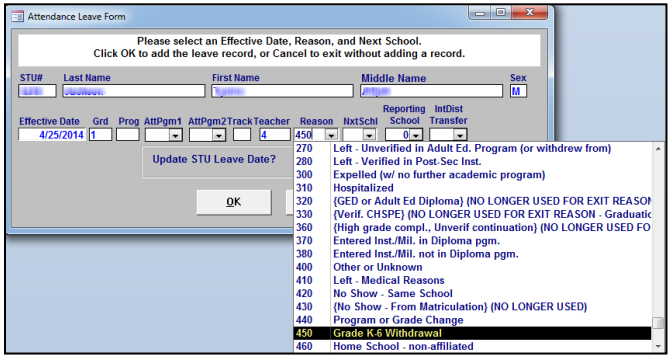
	Enter Date
Schl:	08/25/2014
Dist:	08/25/2014

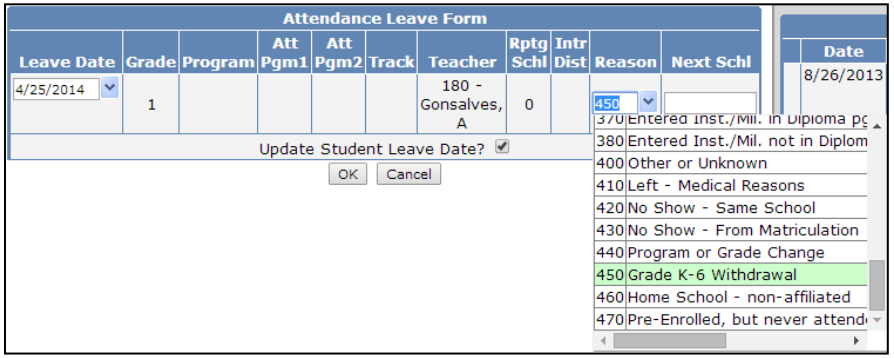
Exiting Students

General Exits

I'm so used to using 160, but I CAN'T! Must resist!

- 160 (Moved-Verified in CA School) Exit Code is *NO LONGER VALID*!
- 450 (K-6 Withdrawal) will now replace 160



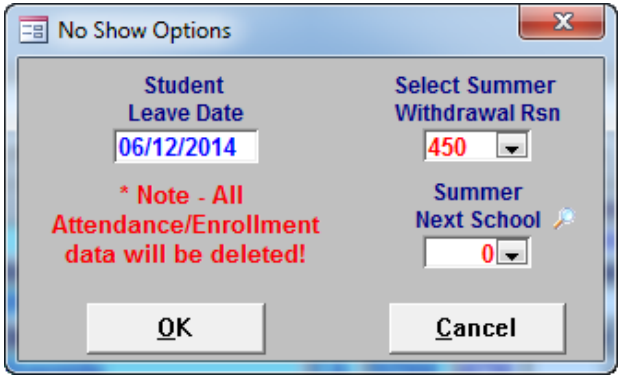


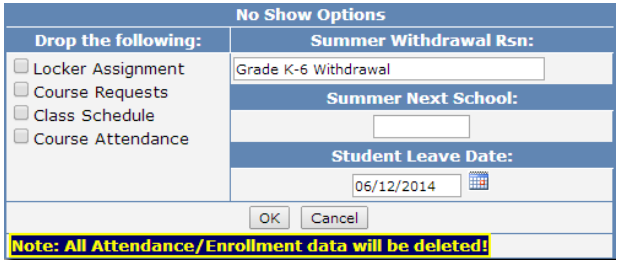
Use other exit codes as needed:
180 Private School
200 Outside CA School
240 Foreign Country

Exiting Students

No Show Process – Status "N"

- ONLY for students who have enrollment from the previous school year!
- The 420 (No Show-Same School) exit code is NO LONGER VALID
- Use the following Withdrawal codes:
  - *450 Grade K-6 Withdrawal (Even for PS)*
  - *OR any other appropriate code other than 420 or 160*

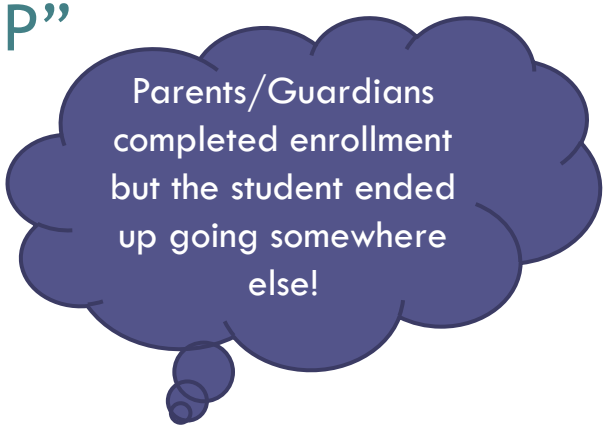




Exiting Students

Pre-Enrolled Never Attended – Status "P"

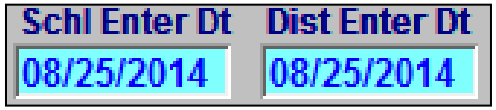
- Use this code for Pre-enrolled students ONLY!
- Change * to "P" Pre-enrolled; never attended
- No Show Options Box will appear

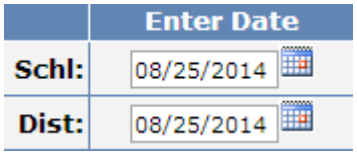


Exiting Students

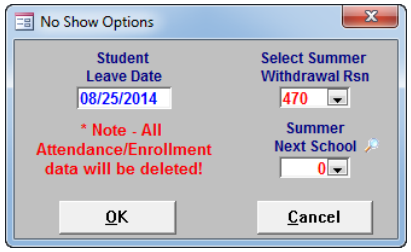
Pre-Enrolled Never Attended (cont.)

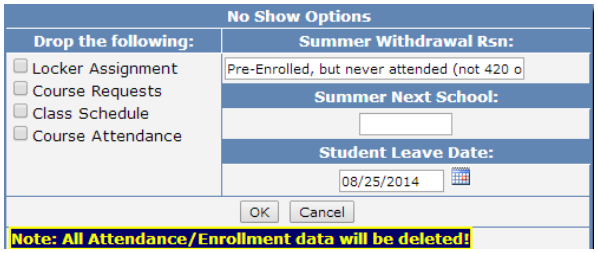
Student Leave Date
Use the Enter Date





Select Summer Withdrawal Reason
470
Summer Next School
0 or Blank





Use other exit codes as needed:
180 Private School
200 Outside CA School
240 Foreign Country

Aeries CS
Click OK
Student will now have a purple border

Aeries.NET
Click OK
Click Update
Student will now have a purple border

Student is Truant!

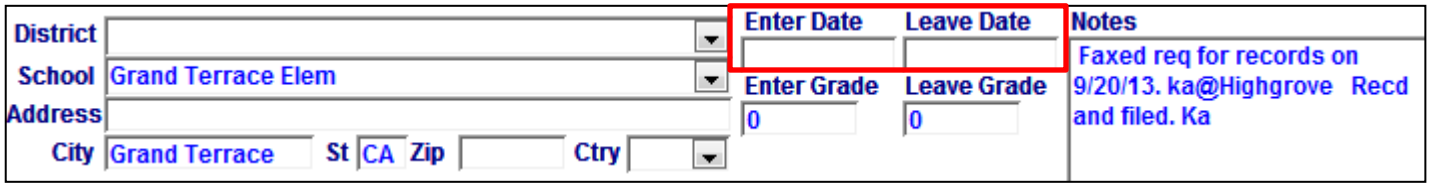
- You have:
  - Made Phone Calls to EVERYONE
    - You must speak to a parent/guardian in order to drop a student
  - Sent Letters
  - Checked CALPADS for new enrollment
  - Prayed
  - Documented these attempts

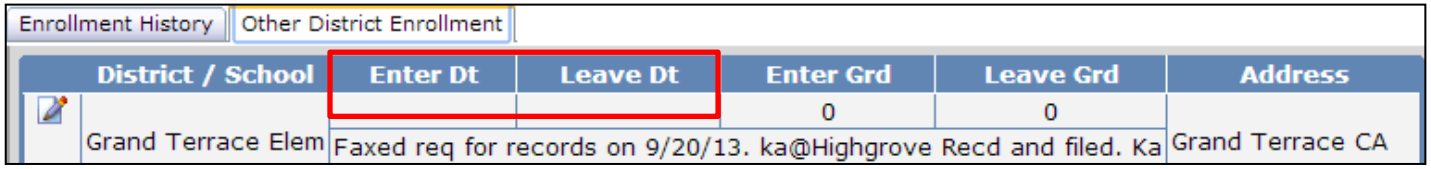
- How many days must you wait before dropping a student?
  - As many days as it takes!
  - Request a CWA Investigation
    - Follow procedures established by Pupil Services
  - Your CWA manager will determine if you may inactivate a student who has excessive truancies

ODE

Other District Enrollment/Other School Enrollment

- Make ODE a part of your enrollment process
- Invaluable to CALPADS SSID requests/SBAC Testing
- Click the School option before you begin your entry (Aeries CS)
- Click on the lower line and Search for school (Aeries.NET)
  - If the school has been entered into Aeries, the school information will update automatically
- Enter/Exit dates are reserved for OTHER District dates
  - Your school enter date is in the enrollment table





TK Reporting Reminders/Goals

- Your TKs should have a 185 Program record in Aeries
- Active programs in Aeries must be RED flagged
- Your TKs are reported to CALPADS in the End of Year 2 Submission
- TK information must be verified by Monday June 2, 2014
- Your CALPADS 5.3 report should list **ALL** TK students that are enrolled or were enrolled during the 2013-2014 school year

TK Query

What have I entered into Aeries?

Click on **NEW** and type or cut and paste this query and click **RUN**:

- LIST STU PGM STU.TG STU.ID STU.NM STU.BD STU.GR STU.ED PGM.CD PGM.PSD PGM.PED IF BD > 10/01/2008 AND BD < 12/03/2008 AND STU.TG # P AND STU.TG # N

- This will list all students (including inactives) with a TK birthdate between October 2, 2008 thru December 2, 2008

QUERY RESULTS

- Status Tag
- ID
- Name
- Birthdate
- Grade
- School Enter Date
- Program Code
- Program Start Date
- Program End Date

TK Query

Query Results

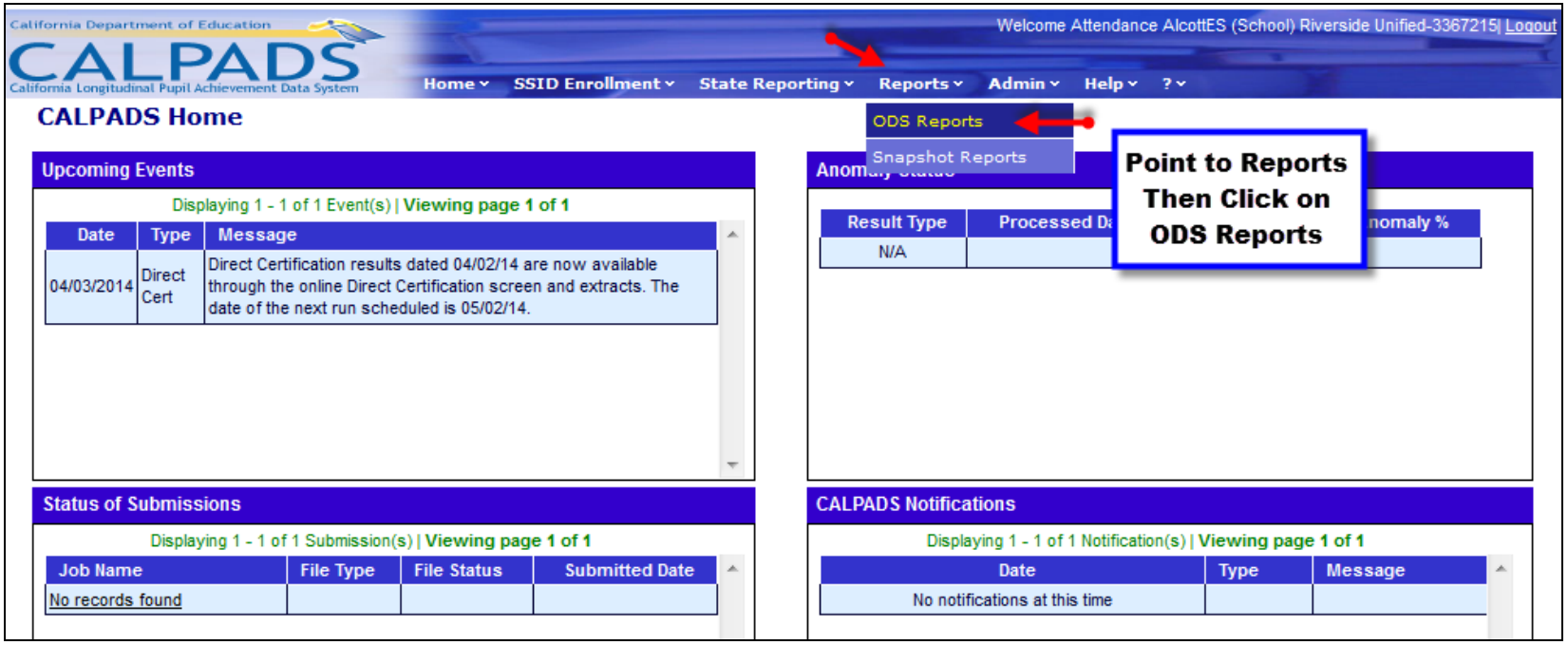
- Errors to look for:
  - Missing 185 Program Code and/or Start Date
  - Inactive students missing Program End Date
  - School Enter Date and Program Start Date do not match
    - (For this query; Students who were in PS: School Enter Date and Program Start Date will not match)

Tag	ID#	Student Nan	Birthdate	Grade	Enter Date	Prgm Code	Start Dt	End Dt
			10/10/2008	0	9/26/2013	185	9/26/2013	
			11/17/2008	0	8/22/2013	185	8/26/2013	
			11/6/2008	0	8/26/2013	185	8/26/2013	
			10/27/2008	0	9/24/2013	185	9/24/2013	
I			11/11/2008	0	11/18/2013	185	11/18/2013	
			11/17/2008	0	3/18/2014	185	3/18/2014	
			10/4/2008	0	8/20/2013	185	8/26/2013	
			11/1/2008	0	8/26/2013	185	8/26/2013	
			11/22/2008	0	9/18/2012			
I			11/2/2008	0	8/26/2013	185	8/26/2013	
			11/5/2008	0	8/26/2013	185	8/26/2013	

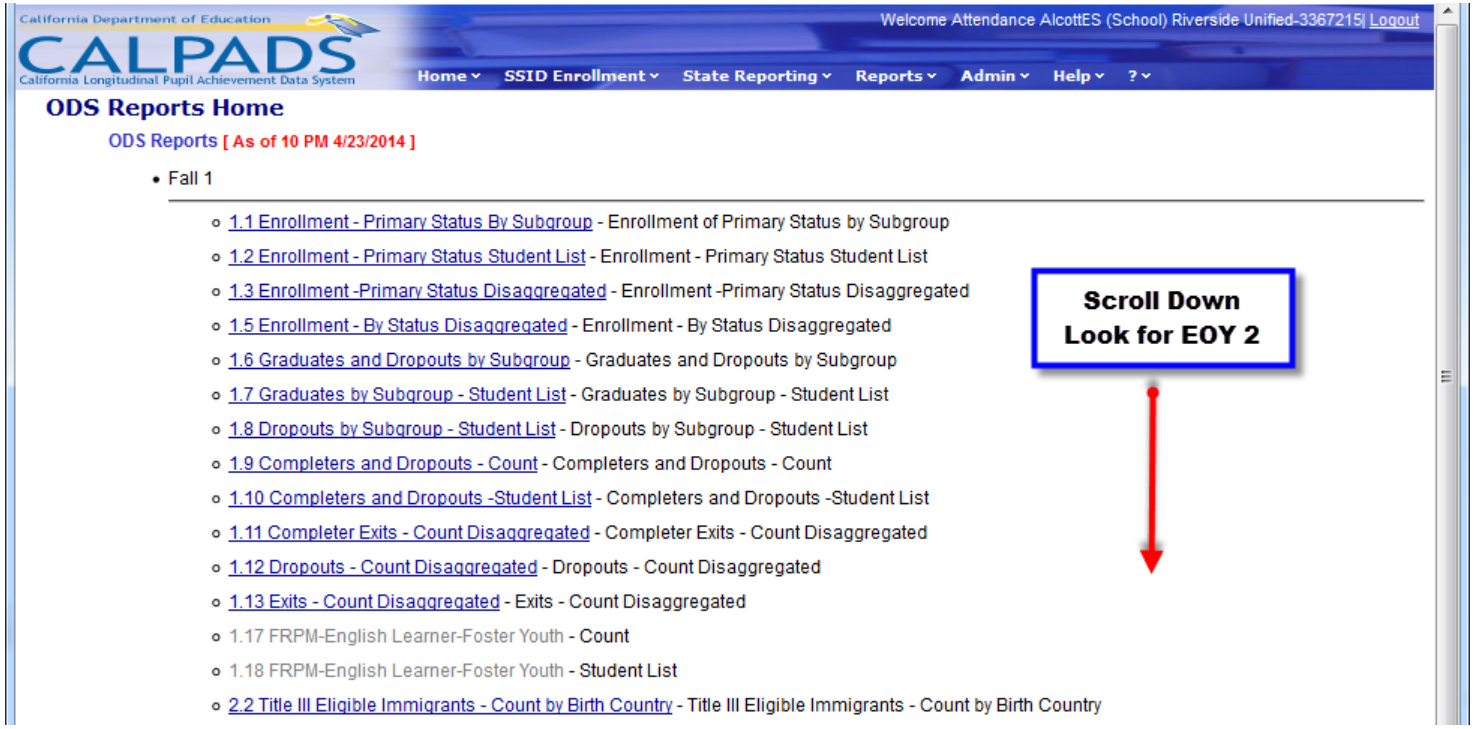
Inactive TK students should have an end date in Program 185 (TK)!

Exit ALL TK students from Program 185 at the end of the year, also remove their Red Flag!

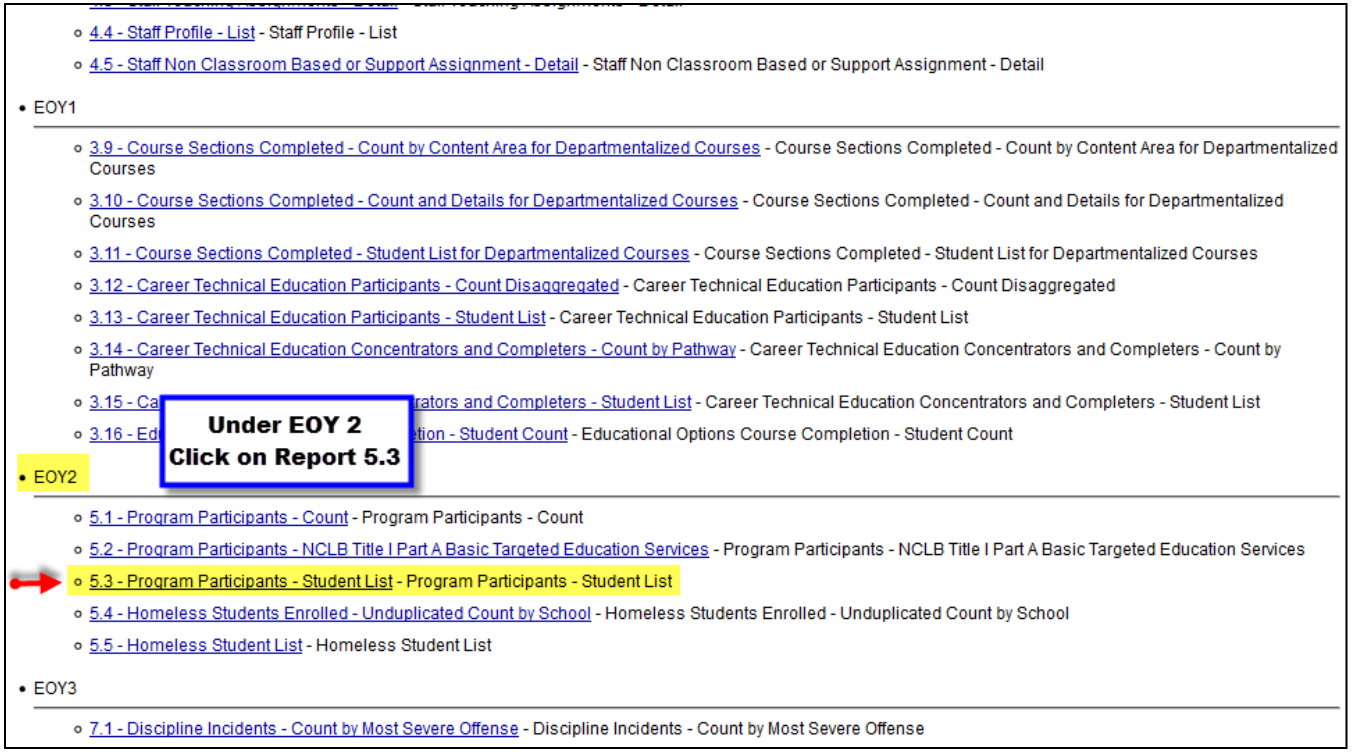
Accessing the CALPADS 5.3 Report



Accessing the CALPADS 5.3 Report

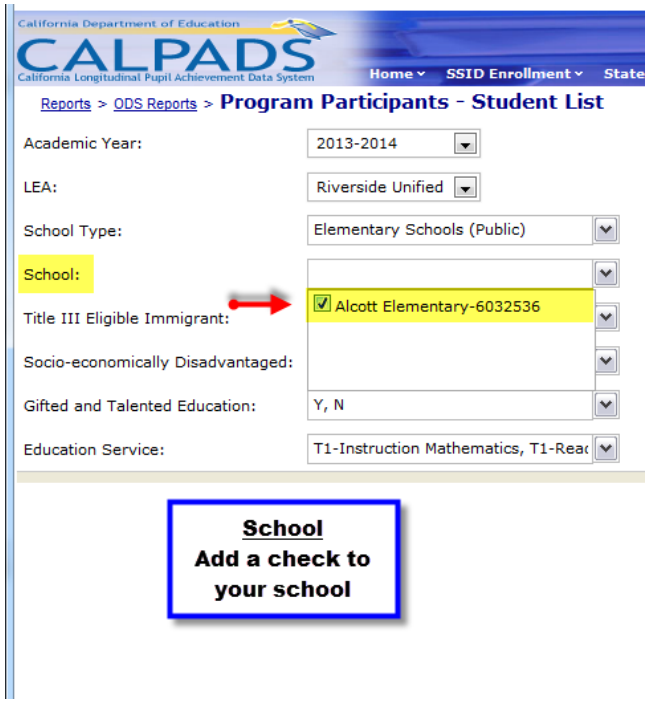


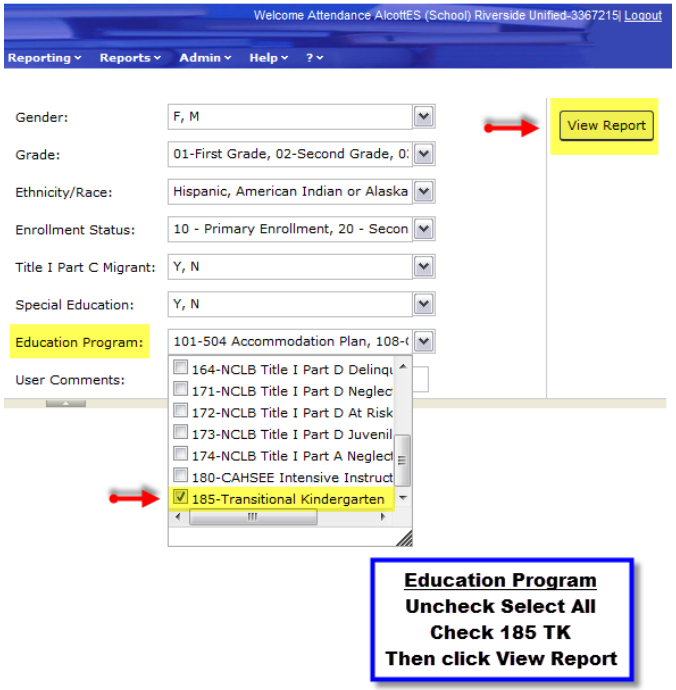
Accessing the CALPADS 5.3 Report



Accessing the CALPADS 5.3 Report

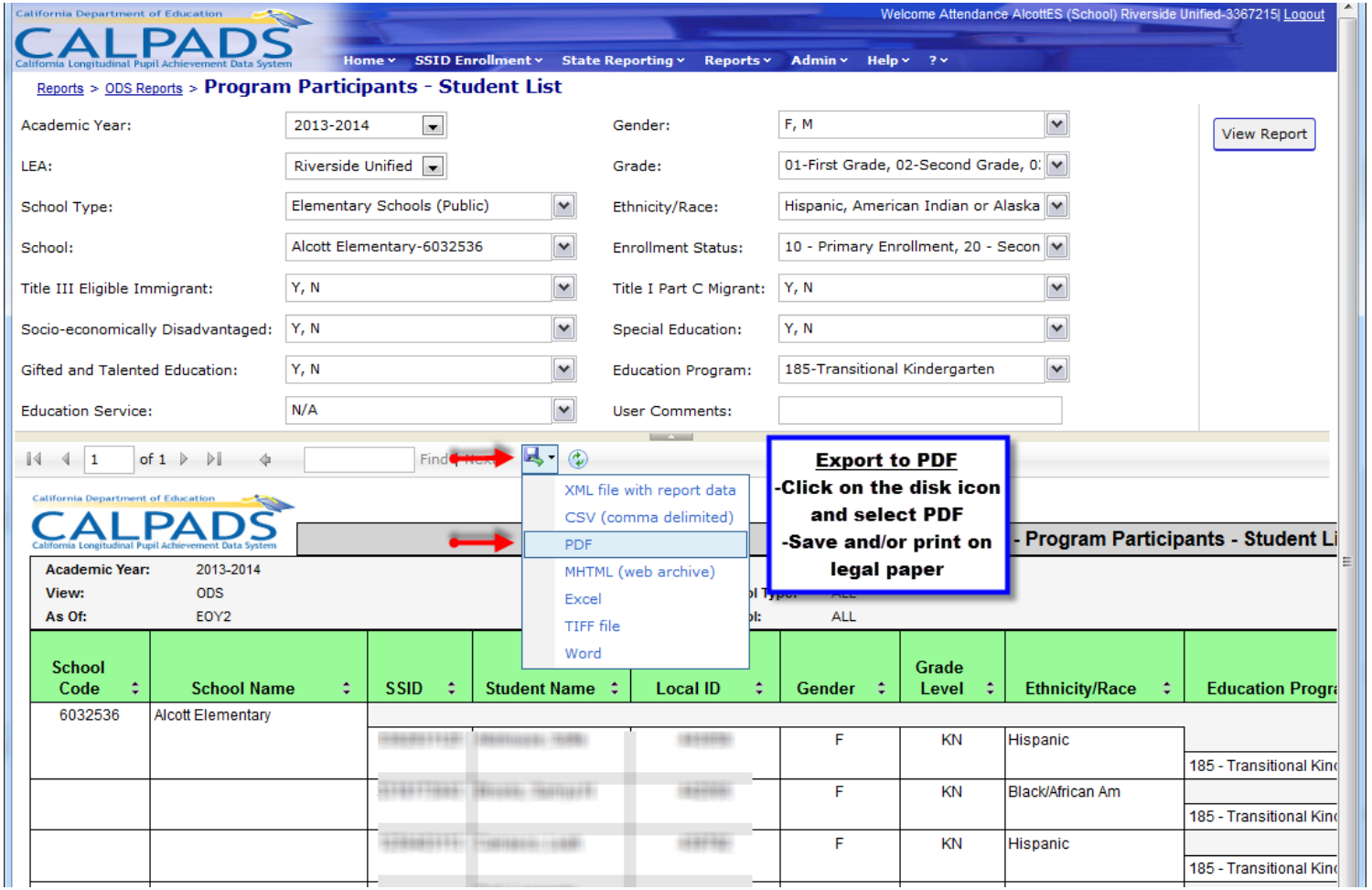
- Fields to alter:
  - School
  - Education Program





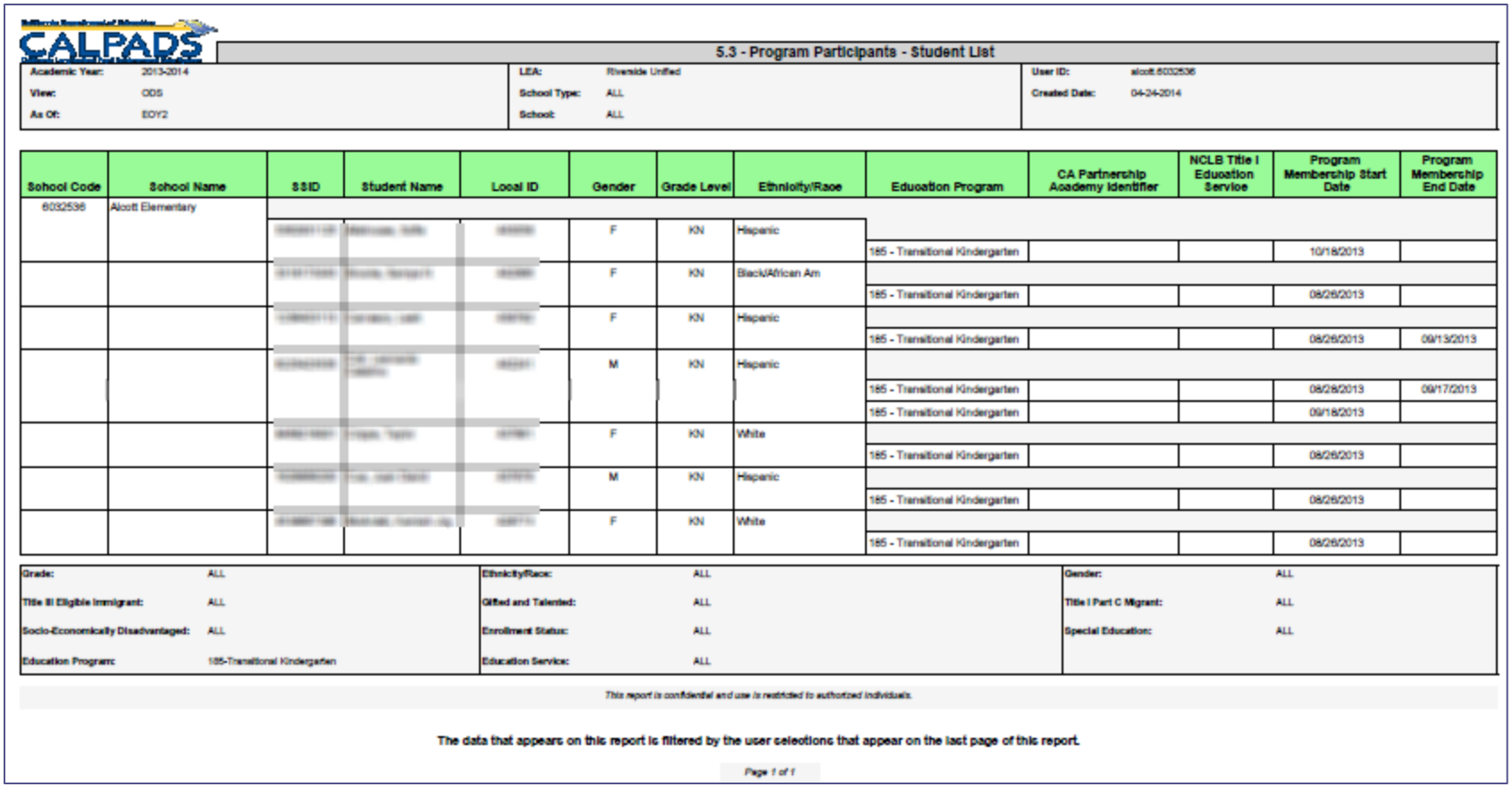
Accessing the CALPADS 5.3 Report

- Export to PDF



Accessing the CALPADS 5.3 Report

- Export to PDF



CALPADS

5.3 - Program Participants - Student List

Academic Year:	2013-2014	LEA:	Riverside Unified	User ID:	alcott.6032536	
View:	ODS	School Type:	ALL	Created Date:	04-24-2014	
As Of:	EOY2	School:	ALL			

School Code	School Name	SSID	Student Name	Local ID	Gender	Grade Level	Ethnicity/Race	Education Program	CA Partnership Academy Identifier	NCLB Title I Education Service	Program Membership Start Date	Program Membership End Date
6032536	Alcott Elementary											
		[redacted]	[redacted]	[redacted]	F	KN	Hispanic					
								185 - Transitional Kindergarten			10/18/2013	
		[redacted]	[redacted]	[redacted]	F	KN	Black/African Am					
								185 - Transitional Kindergarten			08/26/2013	
		[redacted]	[redacted]	[redacted]	F	KN	Hispanic					
								185 - Transitional Kindergarten			08/26/2013	09/13/2013
		[redacted]	[redacted]	[redacted]	M	KN	Hispanic					
								185 - Transitional Kindergarten			08/26/2013	09/17/2013
								185 - Transitional Kindergarten			09/18/2013	
		[redacted]	[redacted]	[redacted]	F	KN	White					
								185 - Transitional Kindergarten			08/26/2013	
		[redacted]	[redacted]	[redacted]	M	KN	Hispanic					
								185 - Transitional Kindergarten			08/26/2013	
		[redacted]	[redacted]	[redacted]	F	KN	White					
								185 - Transitional Kindergarten			08/26/2013	

Grade:	ALL	Ethnicity/Race:	ALL	Gender:	ALL
Title III Eligible Immigrant:	ALL	Gifted and Talented:	ALL	Title I Part C Migrant:	ALL
Socio-Economically Disadvantaged:	ALL	Enrollment Status:	ALL	Special Education:	ALL
Education Program:	185-Transitional Kindergarten	Education Service:	ALL		

This report is confidential and use is restricted to authorized individuals.

The data that appears on this report is filtered by the user selections that appear on the last page of this report.

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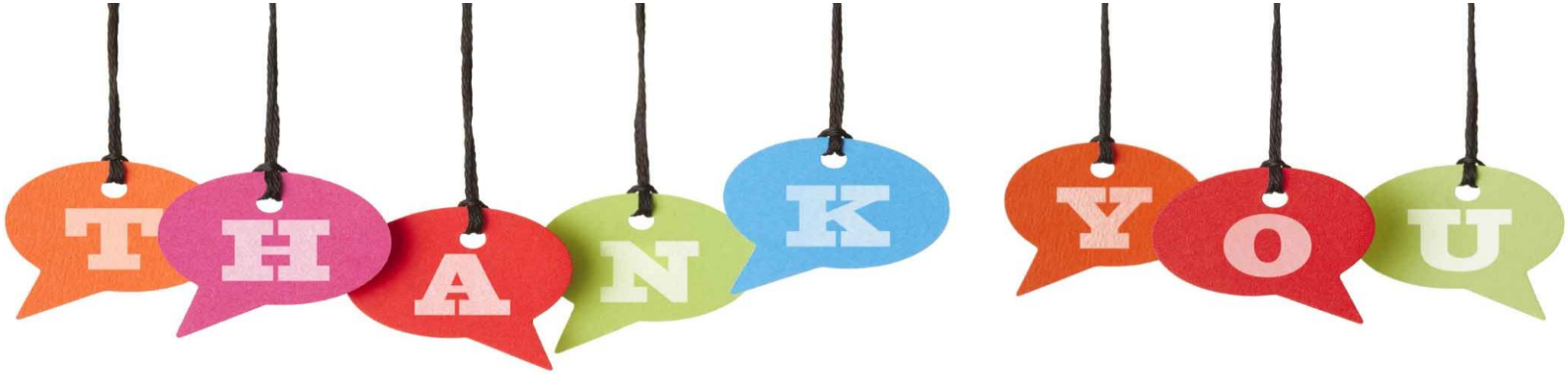
Accessing the CALPADS 5.3 Report

- Report Glitch

	Education Program	CA Partnership Academy Identifier	NCLB Title I Education Service	Program Membership Start Date	Program Membership End Date
1	185 - Transitional Kindergarten			10/18/2013	
2	185 - Transitional Kindergarten			08/26/2013	
3	185 - Transitional Kindergarten			08/26/2013	09/13/2013
4	185 - Transitional Kindergarten			08/28/2013	09/17/2013
	185 - Transitional Kindergarten			09/18/2013	

If a student has two records, but the membership dates are continuous, then the two records are acceptable!



If you need assistance, please open a work order ☺

Help Desk Support & Training

- To Open a Work Order or for General Support:
  - http://nisworks/
  - Extension 81099
- To Enroll in Technology Services Support Training:
  - https://remote.rusd.k12.ca.us/TechnologyTraining/
- To Access Aeries Documentation:
  - http://ts.rusd.edu/
    - Documentation>Aeries Student Systems