



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 health 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

Students

2013-2014 Test Jefferson Elementary School 3/31/2014

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Student Documents (DOC)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
002188	Corgan	Billy			000444915	M	15	5/11/2009	4

Parent/Guardian: M/M Corgan Area/Telephone: (951) 555-5555 Primary Contact 1: Primary Contact 2: Name/Addr Ver Verified Status: 03/31/2014

Residence Address: 1234 Red Lane State: CA Zipcode/Extn: 92504 GridCd: Interdist xfer / District: Leave Date:

Mailing Address (same?): SchI Enter Dt: 04/07/2014 Dist Enter Dt: 04/07/2014

Teacher Number	Name	Room	Res SchI	NxtSchI	NxtGrd	NxtTch	Rcd Rel	ParEd
888	Alvarado	1A	32	32	0	0		11

CorrLng: 00 Hm Lng: LangFlu: Prog: AttPgm1: AttPgm2: Ethnicity: Y Race: 999

PreSch: EL Lvl: @Risk: GATE: R

Regular Program
C Cal Safe
D Special Ed
E State Pre School
H Head Start

Active student not currently enr

1	2	3	4	5	6	7	8	9	10	11	12	
Attendance	Supplemental	M	Tests	Fees	Asst	Contacts	Quick Con	Acad Plan	Enroll Hist	Language	Interventions	Programs
Grades	Tr					GATE	DST Info	Extra Actv				

LOCATE: Backward Get Forward

Print Preview OTHER: Print eXit Reports

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

Stu#	Legal Last Name	Legal First Name	Legal Middle Name	Legal Suffix	Sex	Grd	Age	Birthdate
1686	Corgan	Billy			M	15	4	05/11/2009
Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif		Status		
445390	445390			Birth Certificate				

Student Data 1 Student Data 2

Student Demographics													
Address	City	State	Zip	Extn	Addr. Verif								
Residence: 1234 Pumpkin Lane	Riverside	CA	92503		<input checked="" type="checkbox"/> Addr. Verif								
Mailing (same? <input checked="" type="checkbox"/>):													
Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name Addr Ver								
	Test Harrison Elementary School				03/27/2014								
Parent/Guardian		Telephone	Extn	Prog	Att Prg 1	Att Prg 2							
Name: M/M Corgan	Primary:	0000000000											
Ed Lvl: College Graduate	Student's Mobile:												
RcdRel:	Primary Contact 1:												
Email:	Primary Contact 2:												
Teacher	Room	CorrLng	HmlLng	LangFlu									
Jutila, M		00											
Ethnicity	Race	Birth City											
N	201	Seattle											
PreSch	EL Lvl	@ Risk	GATE	RAE	COPE	IS	P Svcs	StuAdv	McVnto	KA/KP	PS Grd	RetGrd	Message
Active student not currently enrolled in attendance													
Next Sch	Next Grd	Next Tchr	Sched Grp	Elementary School Physical Fitness									
Harrison Elementary	15	Unassigned		Not Tested/Undetermined									
Next ResSchl	Next IntDist	Next TransDist											

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

Students

2013-2014 Test Magnolia Elementary School 3/31/2014

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Student Documents (DOC)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
001873	Lee	Brock			000444916	M	15	2/25/2010	4

Parent/Guardian Area/Telephone Primary Contact 1 Primary Contact 2 Name/Addr Ver Verified Status

M/M Lee (951) 555-5555 11/20/2013

Residence Address City State Zipcode/Extn GridCd Interdist xter / District Leave

1234 Pleasant St Riverside CA 92506

Mailing Address (same?)

Schl Enter Dt Dist Enter Dt

11/20/2013 11/20/2013

Teacher Number Name Room Res Schl NxtSchl NxtGrd NxtTch Rcd Rel ParEd

888 Wallace, M 40 40 15 0 12

CorrLng Hm Lng LangFlu Prog AttPgm1 AttPgm2 Ethnicity Race Race/Ethnicity

00 N 100

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

Check Status Show Inactives 444916 Show Adjust

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Quick Con 8 Acad Plan 9 Enroll Hist

0 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Language I Interventions S Programs

K Grades L Transcript M Misc I GATE Q DST Info Extra Actv

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete UpdATT Print eXit Reports

Status
P - Pre-Enrolled;
Never Attended

- Active
- # Concurrently Enrolled
- * Pre-Enrolled
- C Completer
- H Enrolled; Pending Further Act
- I Inactive
- N No Show
- P Pre-Enrolled; Never Attended**
- T Transfer Student (Pupil Svcs C



Testing Only Students aka Speech Only

Student **Did Not** Qualify, now what?

Aeries.NET

- Student must be Pre-Enrolled; Never Attended

Stu#	Legal Last Name	Legal First Name	Legal Middle Name	Legal Suffix	Sex	Grd	Age	Birthdate
1686	Corgan	Billy			M	15	4	05/11/2009
445390	Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif		Status	
445390					Birth Certificate		P	

Student Data 1 Student Data 2

Student Demographics						
Residence:	Address	City	State	Zip	Extn	
	1234 Pumpkin Lane	Riverside	CA	92503		
Mailing (same? <input checked="" type="checkbox"/>):						
Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	N	
	Test Harrison Elementary School				03, 4	

Parent/Guardian		Telephone	Extn	Prog	Att Prg 1	Att Prg 2
Name:	M/M Corgan	Primary:	0000000000	P		
Ed Lvl:	College Graduate	Student's Mobile:		Enter Date	Leave Date	
RcdRel:		Primary Contact 1:		Schl:	11/20/2013	
Email:		Primary Contact 2:		Dist:	11/20/2013	

Teacher	Room	CorrLng	HmLng	LangFlu	SM	DM	Family#
Jutila, M		00			0	0	50965
Ethnicity	Race	Birth City		State	Country		
N	201	Seattle		WA	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	Elementary School Physical Fitness	
Harrison Elementary	15	Unassigned		Not Tested/Undetermined	
Next ResSchl	Next IntDist	Next TransDist			

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

No Show Options

Student Leave Date
06/13/2013

Select Summer Withdrawal Rsn

* Note - All Attendance/Enrollment data will be deleted!

Summer Next School
0

OK Cancel

Aeries.NET

No Show Options

Drop the following:

- Locker Assignment
- Course Requests
- Class Schedule
- Course Attendance

Summer Withdrawal Rsn:

Summer Next School:

Student Leave Date:
06/13/2013

OK Cancel

Note: All Attendance/Enrollment data will be deleted!

Testing Only Students aka Speech Only

Student Did Not Qualify (cont.)

Student Leave Date
Use the Enter Date



Schl Enter Dt	Dist Enter Dt
11/20/2013	11/20/2013

Enter Date	
Schl:	11/20/2013
Dist:	11/20/2013

Select Summer
Withdrawal Reason
470
Summer Next School
0 or Blank



No Show Options

Student Leave Date	Select Summer Withdrawal Rsn
11/20/2013	470
* Note - All Attendance/Enrollment data will be deleted!	
Summer Next School	0

OK Cancel

No Show Options

Drop the following:	Summer Withdrawal Rsn:
<input type="checkbox"/> Locker Assignment	Pre-Enrolled, but never attended (not 420 o
<input type="checkbox"/> Course Requests	Summer Next School:
<input type="checkbox"/> Class Schedule	
<input type="checkbox"/> Course Attendance	Student Leave Date:
	11/20/2013

OK Cancel

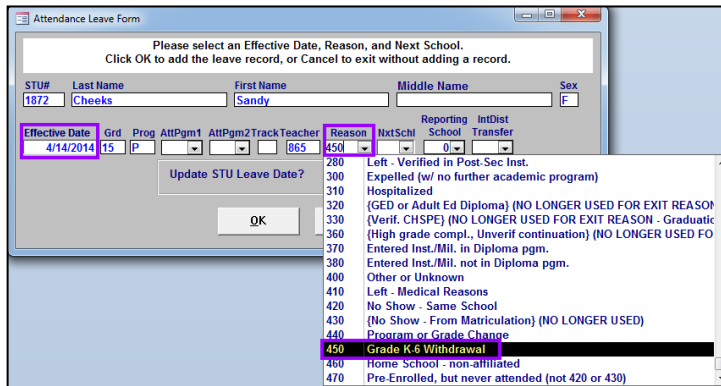
Note: All Attendance/Enrollment data will be deleted!

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:



Attendance Leave Form

Please select an Effective Date, Reason, and Next School.
Click OK to add the leave record, or Cancel to exit without adding a record.

STU# 1872 Last Name Cheeks First Name Sandy Middle Name Sex F

Effective Date 4/14/2014 Grd 15 Prog P AttPgm1 0 AttPgm2 0 Track 865 Teacher 865

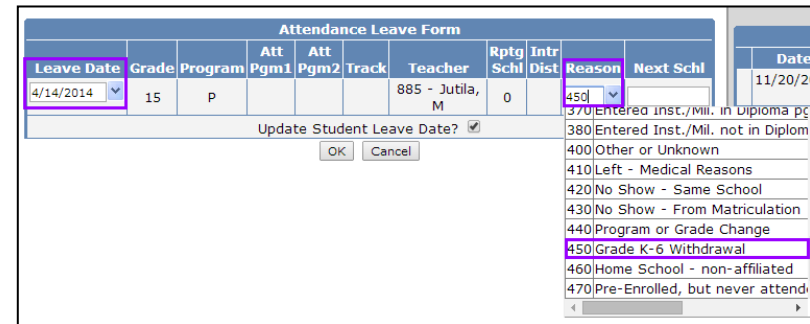
Reason 450

Update STU Leave Date?

OK

Reason List:

- 280 Left - Verified in Post-Sec Inst.
- 300 Expelled (w/ no further academic program)
- 310 Hospitalized
- 320 (GED or Adult Ed Diploma) (NO LONGER USED FOR EXIT REASON)
- 330 (Verif. CHSPE) (NO LONGER USED FOR EXIT REASON - Graduat
- 360 (High grade compl., Unverif continuation) (NO LONGER USED FO
- 370 Entered Inst./Mil. in Diploma pgm.
- 380 Entered Inst./Mil. not in Diploma pgm.
- 400 Other or Unknown
- 410 Left - Medical Reasons
- 420 No Show - Same School
- 430 No Show - From Matriculation
- 440 Program or Grade Change
- 450 **Grade K-6 Withdrawal**
- 460 Home School - non-affiliated
- 470 Pre-Enrolled, but never attended (not 420 or 430)



Leave Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg Sch	Intr Dist	Reason	Next Sch	Date
4/14/2014	15	P				885 - Jutila, M	0		450		11/20/20
Update Student Leave Date? <input checked="" type="checkbox"/>											
OK Cancel											
Reason List:											
370 Entered Inst./Mil. in Diploma pg											
380 Entered Inst./Mil. not in Diplom											
400 Other or Unknown											
410 Left - Medical Reasons											
420 No Show - Same School											
430 No Show - From Matriculation											
440 Program or Grade Change											
450 Grade K-6 Withdrawal											
460 Home School - non-affiliated											
470 Pre-Enrolled, but never attend											

*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 *

2013-2014 Test Harrison Elementary School 4/25/2014

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Student Documents (DOC)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
001681	Jack	Pepper			000445367	F	0	02/23/2009	5

Parent/Guardian: M/M Johnny Jack Area/Telephone: (951) 555-5555 Primary Contact 1: Name: Add: Ver: Verified: Status: 04/14/2014

Residence Address: 1234 Constable Rd City: Riverside State: CA Zipcode/Extn: 92504 5608 GridCd: Interdist xfer / District: Leave Date:

Mailing Address (same?):

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

Teacher Number	Name	Room	Res Schl	NxtSchl	NxtGrd	NxtTch	Rcd Rel	ParEd
0	Unassigned		18	18	0	0		12

CorrLng: 00 Hm Lng: LangFlu: Prog: AttPgm1: AttPgm2: Ethnicity: N Race: 600 Race/Ethnicity:

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

Check Status Show Inactives 445367 Show Adjust

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts V Quick Con W Acad Plan Y Enroll Hist
 7 Tests 8 Fees 9 Assessmnt Q Counseling E SpecEd H Language I Interventions S Programs
 K Grades L Transcript M Misc I GATE Q DST Info Extra Actv

LOCATE UPDATE Print Preview OTHER
 Backward Get Forward Add Change Delete UpdATT Print eXit Reports

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		<input checked="" type="checkbox"/>						
Mailing (same? <input checked="" type="checkbox"/>):													
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	Prog	Att Prg 1	Att Prg 2							
Name: M/M Johnny Jack		Primary: (951) 555-5555											
Ed Lvl: Some College (12)		Student's Mobile:			Enter Dt	Leave Dt							
RcdRel: Yes		Primary Contact 1:		Schl: 8/25/2014									
Email:		Primary Contact 2:		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		Schd 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



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

Attendance Leave Form

Please select an Effective Date, Reason, and Next School.
Click OK to add the leave record, or Cancel to exit without adding a record.

STUP# Last Name First Name Middle Name Sex

Effective Date Grd Prog AttPgm1 AttPgm2 Track Teacher Reason NxtSchl School Transfer

4/25/2014 1 4 450

Update STU Leave Date?

OK

Reason List:

- 270 Left - Unverified in Adult Ed. Program (or withdraw from)
- 280 Left - Verified in Post Sec. Inst.
- 300 Expelled (w/ no further academic program)
- 310 Hospitalized
- 320 (GED or Adult Ed Diploma) (NO LONGER USED FOR EXIT REASON)
- 330 (Verif. CHSPE) (NO LONGER USED FOR EXIT REASON - Graduatc
- 360 (High grade compl., Unverif continuation) (NO LONGER USED FO
- 370 Entered Inst./Mil. in Diploma pgm.
- 380 Entered Inst./Mil. not in Diploma pgm.
- 400 Other or Unknown
- 410 Left - Medical Reasons
- 420 No Show - Same School
- 430 (No Show - From Matriculation) (NO LONGER USED)
- 440 Program or Grade Change
- 450 Grade K-6 Withdrawal**
- 460 Home School - non-affiliated
- 460 Home School - non-affiliated

Attendance Leave Form

Leave Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg Schl	Intr Dist	Reason	Next Schl	Date
4/25/2014	1					180 - Gonsalves, A	0		450		8/26/2013

Update Student Leave Date?

OK Cancel

Reason List:

- 370 Entered Inst./Mil. in Diploma pg
- 380 Entered Inst./Mil. not in Diplom
- 400 Other or Unknown
- 410 Left - Medical Reasons
- 420 No Show - Same School
- 430 No Show - From Matriculation
- 440 Program or Grade Change
- 450 Grade K-6 Withdrawal**
- 460 Home School - non-affiliated
- 470 Pre-Enrolled, but never attend

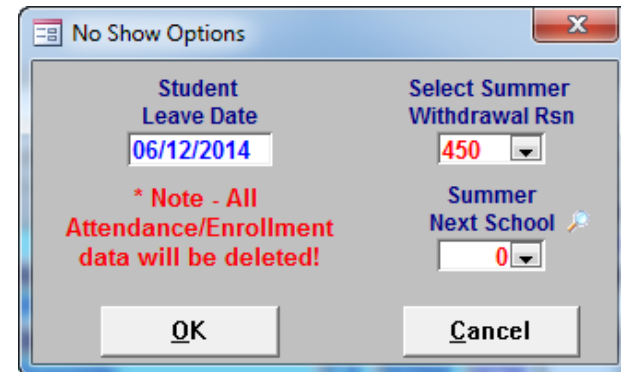
Use other exit codes as needed:
 180 Private School
 200 Outside CA School
 240 Foreign Country

Exiting Students

No Show Process - Status "N"

She was here last year, but didn't return this year!

- 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



No Show Options

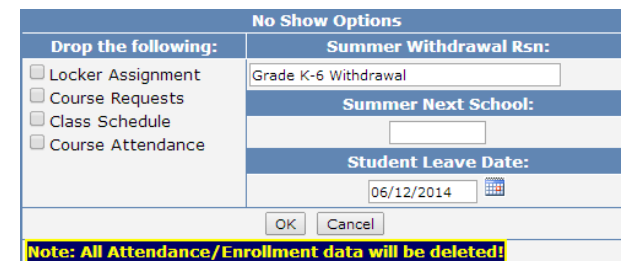
Student Leave Date: 06/12/2014

Select Summer Withdrawal Rsn: 450

* Note - All Attendance/Enrollment data will be deleted!

Summer Next School: 0

OK Cancel



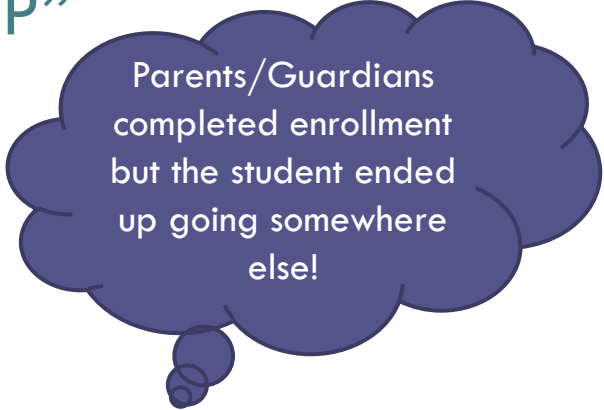
No Show Options	
Drop the following:	Summer Withdrawal Rsn:
<input type="checkbox"/> Locker Assignment	Grade K-6 Withdrawal
<input type="checkbox"/> Course Requests	
<input type="checkbox"/> Class Schedule	Summer Next School:
<input type="checkbox"/> Course Attendance	
	Student Leave Date:
	06/12/2014
OK Cancel	
Note: All Attendance/Enrollment data will be deleted!	



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



Parents/Guardians completed enrollment but the student ended up going somewhere else!



Exiting Students

Pre-Enrolled Never Attended (cont.)

Student Leave Date
Use the Enter Date



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

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

Select Summer Withdrawal Reason
470
Summer Next School
0 or Blank



No Show Options

Student Leave Date 08/25/2014	Select Summer Withdrawal Rsn 470
* Note - All Attendance/Enrollment data will be deleted!	
OK	Summer Next School 0
Cancel	

No Show Options

Drop the following:	Summer Withdrawal Rsn: Pre-Enrolled, but never attended (not 420 o
<input type="checkbox"/> Locker Assignment <input type="checkbox"/> Course Requests <input type="checkbox"/> Class Schedule <input type="checkbox"/> Course Attendance	Summer Next School: []
Student Leave Date: 08/25/2014	
OK Cancel	

Note: All Attendance/Enrollment data will be deleted!

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 truanancies





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

District	<input type="text"/>	Enter Date	Leave Date	Notes Faxed req for records on 9/20/13. ka@Highgrove Recd and filed. Ka
School	Grand Terrace Elem	Enter Grade	Leave Grade	
Address	<input type="text"/>	0	0	
City	Grand Terrace St CA Zip <input type="text"/> Ctry <input type="text"/>			

Enrollment History		Other District Enrollment			
District / School	Enter Dt	Leave Dt	Enter Grd	Leave Grd	Address
Grand Terrace Elem			0	0	Grand Terrace CA
Faxed req for records on 9/20/13. ka@Highgrove Recd and filed. Ka					



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 Name	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

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

Welcome Attendance Alcottes (School) Riverside Unified-3367215 | [Logout](#)

Home ▾ SSID Enrollment ▾ State Reporting ▾ **Reports ▾** Admin ▾ Help ▾ ? ▾

CALPADS Home

Upcoming Events
Displaying 1 - 1 of 1 Event(s) | Viewing page 1 of 1

Date	Type	Message
04/03/2014	Direct Cert	Direct Certification results dated 04/02/14 are now available through the online Direct Certification screen and extracts. The date of the next run scheduled is 05/02/14.

Status of Submissions
Displaying 1 - 1 of 1 Submission(s) | Viewing page 1 of 1

Job Name	File Type	File Status	Submitted Date
<u>No records found</u>			

CALPADS Notifications
Displaying 1 - 1 of 1 Notification(s) | Viewing page 1 of 1

Date	Type	Message
No notifications at this time		

ODS Reports
Snapshot Reports

Result Type	Processed Date	Anomaly %
N/A		

Point to Reports Then Click on ODS Reports



Accessing the CALPADS 5.3 Report

California Department of Education Welcome Attendance AlcottES (School) Riverside Unified-3367215 Logout

CALPADS

California Longitudinal Pupil Achievement Data System


Home ▾ SSID Enrollment ▾ State Reporting ▾ Reports ▾ Admin ▾ Help ▾ ? ▾

ODS Reports Home

ODS Reports [As of 10 PM 4/23/2014]

- Fall 1
 - [1.1 Enrollment - Primary Status By Subgroup](#) - Enrollment of Primary Status by Subgroup
 - [1.2 Enrollment - Primary Status Student List](#) - Enrollment - Primary Status Student List
 - [1.3 Enrollment - Primary Status Disaggregated](#) - Enrollment - Primary Status Disaggregated
 - [1.5 Enrollment - By Status Disaggregated](#) - Enrollment - By Status Disaggregated
 - [1.6 Graduates and Dropouts by Subgroup](#) - Graduates and Dropouts by Subgroup
 - [1.7 Graduates by Subgroup - Student List](#) - Graduates by Subgroup - Student List
 - [1.8 Dropouts by Subgroup - Student List](#) - Dropouts by Subgroup - Student List
 - [1.9 Completers and Dropouts - Count](#) - Completers and Dropouts - Count
 - [1.10 Completers and Dropouts - Student List](#) - Completers and Dropouts - Student List
 - [1.11 Completer Exits - Count Disaggregated](#) - Completer Exits - Count Disaggregated
 - [1.12 Dropouts - Count Disaggregated](#) - Dropouts - Count Disaggregated
 - [1.13 Exits - Count Disaggregated](#) - Exits - Count Disaggregated
 - 1.17 FRPM-English Learner-Foster Youth - Count
 - 1.18 FRPM-English Learner-Foster Youth - Student List
 - [2.2 Title III Eligible Immigrants - Count by Birth Country](#) - Title III Eligible Immigrants - Count by Birth Country

**Scroll Down
Look for EOY 2**





Accessing the CALPADS 5.3 Report

- [4.4 - Staff Profile - List](#) - Staff Profile - List
- [4.5 - Staff Non Classroom Based or Support Assignment - Detail](#) - Staff Non Classroom Based or Support Assignment - Detail
- EOY1

 - [3.9 - Course Sections Completed - Count by Content Area for Departmentalized Courses](#) - Course Sections Completed - Count by Content Area for Departmentalized Courses
 - [3.10 - Course Sections Completed - Count and Details for Departmentalized Courses](#) - Course Sections Completed - Count and Details for Departmentalized Courses
 - [3.11 - Course Sections Completed - Student List for Departmentalized Courses](#) - Course Sections Completed - Student List for Departmentalized Courses
 - [3.12 - Career Technical Education Participants - Count Disaggregated](#) - Career Technical Education Participants - Count Disaggregated
 - [3.13 - Career Technical Education Participants - Student List](#) - Career Technical Education Participants - Student List
 - [3.14 - Career Technical Education Concentrators and Completers - Count by Pathway](#) - Career Technical Education Concentrators and Completers - Count by Pathway
 - [3.15 - Career Technical Education Concentrators and Completers - Student List](#) - Career Technical Education Concentrators and Completers - Student List
 - [3.16 - Educational Options Course Completion - Student Count](#) - Educational Options Course Completion - Student Count
- EOY2

 - [5.1 - Program Participants - Count](#) - Program Participants - Count
 - [5.2 - Program Participants - NCLB Title I Part A Basic Targeted Education Services](#) - Program Participants - NCLB Title I Part A Basic Targeted Education Services
 - [5.3 - Program Participants - Student List](#) - Program Participants - Student List
 - [5.4 - Homeless Students Enrolled - Unduplicated Count by School](#) - Homeless Students Enrolled - Unduplicated Count by School
 - [5.5 - Homeless Student List](#) - Homeless Student List
- EOY3

 - [7.1 - Discipline Incidents - Count by Most Severe Offense](#) - Discipline Incidents - Count by Most Severe Offense

**Under EOY 2
Click on Report 5.3**





Accessing the CALPADS 5.3 Report

- Fields to alter:
 - School
 - Education Program

California Department of Education
CALPADS
California Longitudinal Pupil Achievement Data System

Home ▾ SSID Enrollment ▾ State ▾

Reports > DDS Reports > Program Participants - Student List

Academic Year: 2013-2014 ▾

LEA: Riverside Unified ▾

School Type: Elementary Schools (Public) ▾

School: ▾

Title III Eligible Immigrant: Alcott Elementary-6032536 ▾

Socio-economically Disadvantaged: ▾

Gifted and Talented Education: Y, N ▾

Education Service: T1-Instruction Mathematics, T1-Real ▾

School
Add a check to your school

Welcome Attendance AlcottES (School) Riverside Unified-3367215 | Logout

Reporting ▾ Reports ▾ Admin ▾ Help ▾ ? ▾

Gender: F, M ▾

Grade: 01-First Grade, 02-Second Grade, 03 ▾

Ethnicity/Race: Hispanic, American Indian or Alaska ▾

Enrollment Status: 10 - Primary Enrollment, 20 - Secon ▾

Title I Part C Migrant: Y, N ▾

Special Education: Y, N ▾

Education Program: 101-504 Accommodation Plan, 108-0 ▾

User Comments:

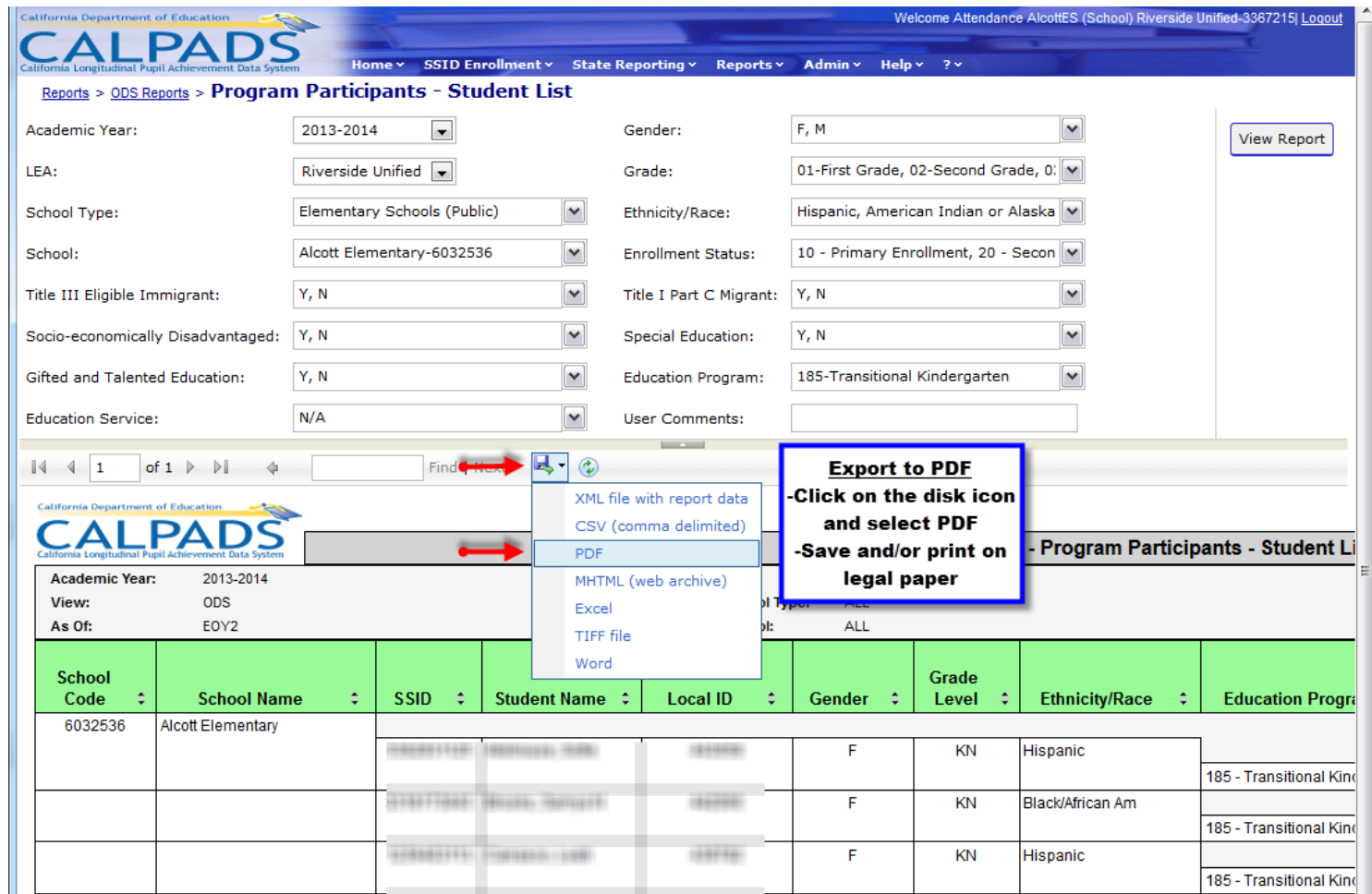
- 164-NCLB Title I Part D Delinqu
- 171-NCLB Title I Part D Neglect
- 172-NCLB Title I Part D At Risk
- 173-NCLB Title I Part D Juvenil
- 174-NCLB Title I Part A Neglect
- 180-CAHSEE Intensive Instruct
- 185-Transitional Kindergarten

View Report

Education Program
Uncheck Select All
Check 185 TK
Then click View Report

Accessing the CALPADS 5.3 Report

- Export to PDF



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Welcome Attendance AlcottES (School) Riverside Unified-3367215] Logout

Home ▾ SSID Enrollment ▾ State Reporting ▾ Reports ▾ Admin ▾ Help ▾ ? ▾

Reports > QDS Reports > **Program Participants - Student List**

Academic Year: 2013-2014 Gender: F, M View Report

LEA: Riverside Unified Grade: 01-First Grade, 02-Second Grade, 03-Third Grade, 04-Fourth Grade, 05-Fifth Grade, 06-Sixth Grade, 07-Seventh Grade, 08-Eighth Grade, 09-Ninth Grade, 10-Tenth Grade, 11-Eleventh Grade, 12-Twelfth Grade

School Type: Elementary Schools (Public) Ethnicity/Race: Hispanic, American Indian or Alaska Native, Black or African American, White, Asian or Pacific Islander, Two or More Races, Unknown

School: Alcott Elementary-6032536 Enrollment Status: 10 - Primary Enrollment, 20 - Secondary Enrollment

Title III Eligible Immigrant: Y, N Title I Part C Migrant: Y, N

Socio-economically Disadvantaged: Y, N Special Education: Y, N

Gifted and Talented Education: Y, N Education Program: 185-Transitional Kindergarten

Education Service: N/A User Comments:

1 of 1 Find

Export to PDF
 -Click on the disk icon and select PDF
 -Save and/or print on legal paper

XML file with report data
 CSV (comma delimited)
PDF
 MHTML (web archive)
 Excel
 TIFF file
 Word

Academic Year: 2013-2014
 View: ODS
 As Of: EOY2

School Code	School Name	SSID	Student Name	Local ID	Gender	Grade Level	Ethnicity/Race	Education Program
6032536	Alcott Elementary				F	KN	Hispanic	185 - Transitional Kindergarten
					F	KN	Black/African Am	185 - Transitional Kindergarten
					F	KN	Hispanic	185 - Transitional Kindergarten



Accessing the CALPADS 5.3 Report

- Export to PDF

5.3 - Program Participants - Student List

Academic Year: 2013-2014	LEA: Riverside Unified	User ID: aloft.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	Aloft Elementary	6032536-100	ALBERTA, ALOFT	6032536	F	KN	Hispanic	185 - Transitional Kindergarten			10/18/2013	
			ALBERTA, ALOFT	6032536	F	KN	Black/African Am	185 - Transitional Kindergarten			08/26/2013	
			ALBERTA, ALOFT	6032536	F	KN	Hispanic	185 - Transitional Kindergarten			08/26/2013	09/13/2013
			ALBERTA, ALOFT	6032536	M	KN	Hispanic	185 - Transitional Kindergarten			08/26/2013	09/17/2013
			ALBERTA, ALOFT	6032536	F	KN	White	185 - Transitional Kindergarten			08/26/2013	
			ALBERTA, ALOFT	6032536	M	KN	Hispanic	185 - Transitional Kindergarten			08/26/2013	
			ALBERTA, ALOFT	6032536	F	KN	White	185 - Transitional Kindergarten			08/26/2013	
			ALBERTA, ALOFT	6032536	F	KN	White	185 - Transitional Kindergarten			08/26/2013	

Grade: ALL	Ethnicity/Race: ALL	Gender: ALL
Title II 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.

Page 1 of 1



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