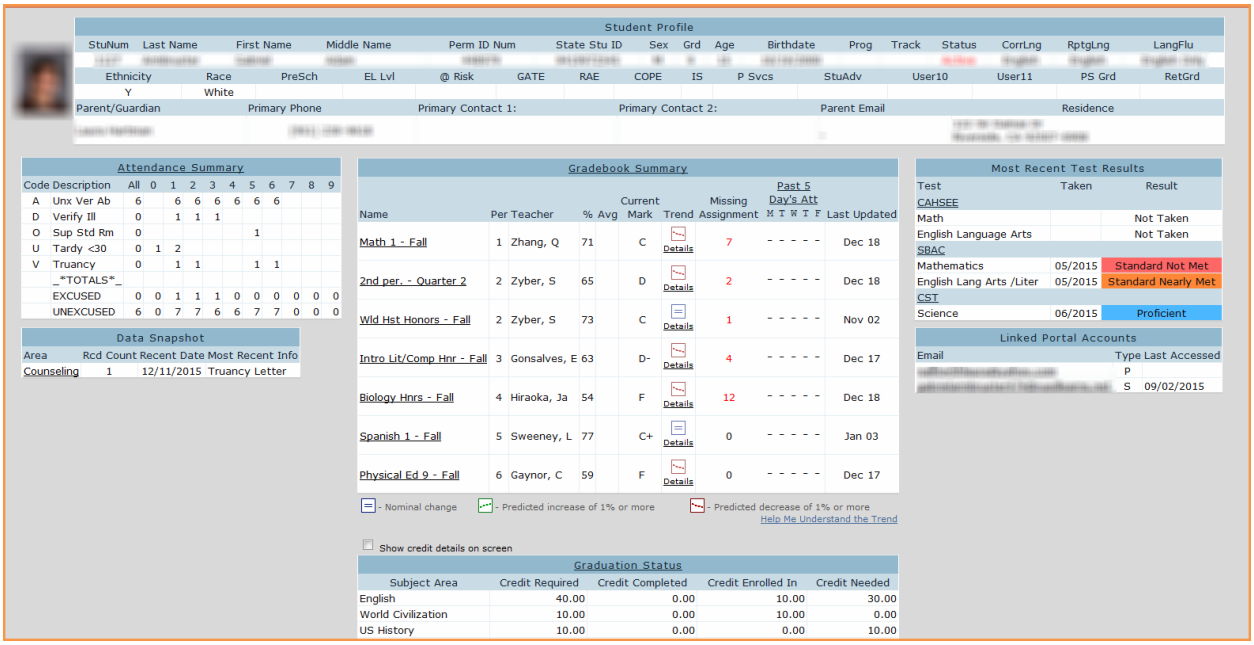
TECHNOLOGY SERVICES

Counseling Package – Aeries.Net

1. **Student Profile**
2. **Student Data**
3. **Contacts**
   Quick Contacts
4. **Counseling**
5. **Assertive Discipline**
6. **Interventions**
7. **Retentions**
8. **Special Programs**
9. **Special Education**
10. **Enrollment**
11. **Class Schedules**
    Course Attendance
12. **Students Grades**
    Grades by Term
    Grade History
13. **Extra-Curricular Activities**
14. **Transcripts**
15. **Graduation Status**
    Grad. Requirements
16. **College**
    UC/CSU Eligibility Report

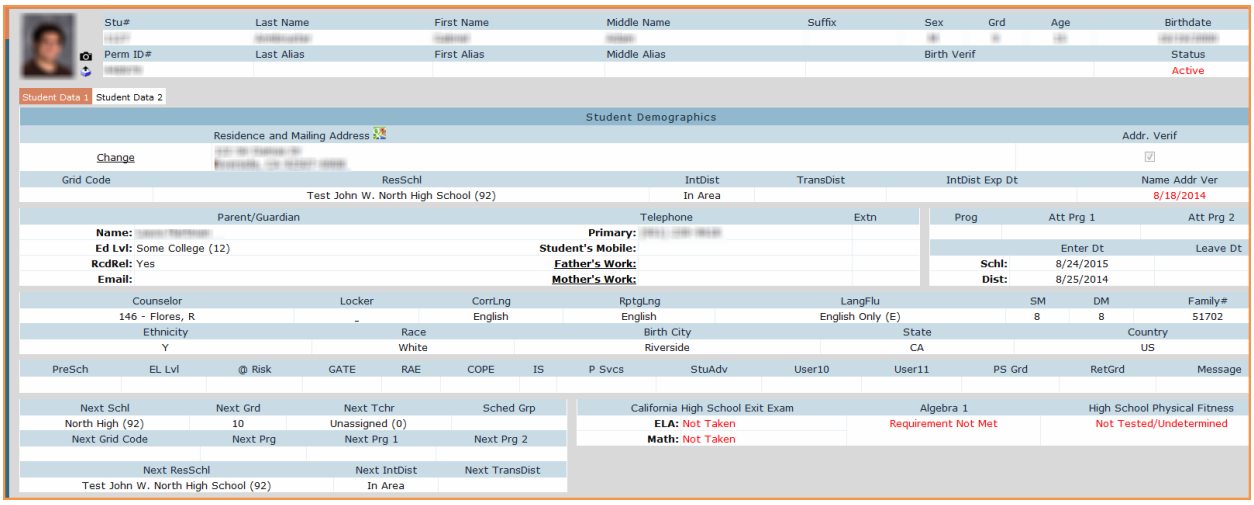
STUDENT PROFILE

The **Student Profile** page displays all profile information about the student. The profile information that displays includes the following: Attendance Summary, Gradebook Summary, Graduation Status, Test Results, Special Programs, Red Flags and Data Snapshot.



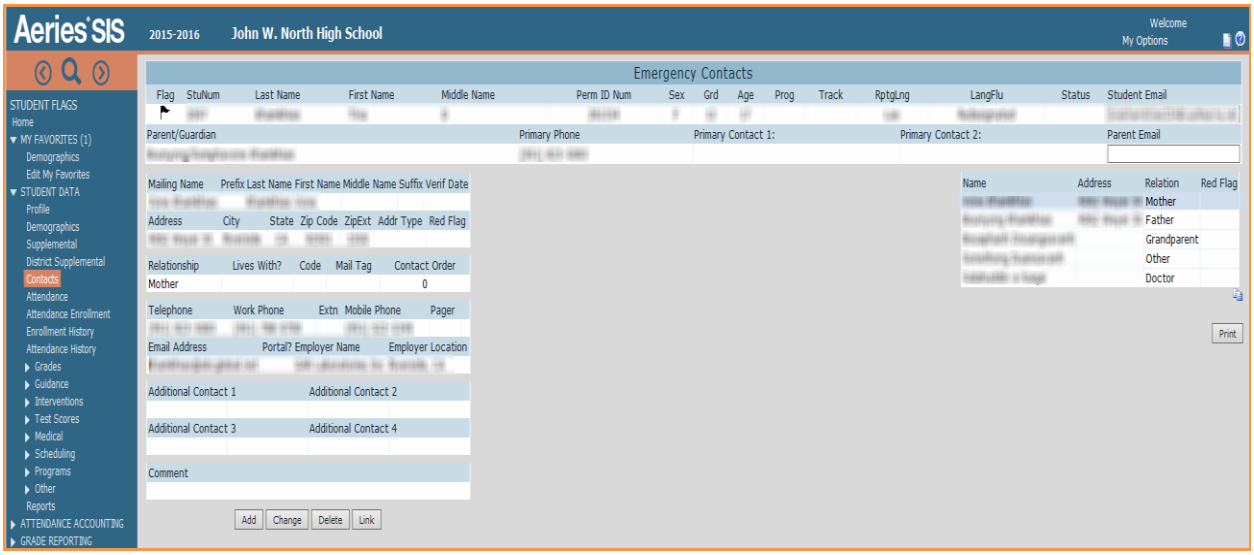
STUDENT DATA

The **Student Data** page contains primary student demographic information. Some information that displays includes the student's address, birth date, age, race, last school, next school, status tag, etc. There are additional tabs and buttons on the page that give access to other student information.



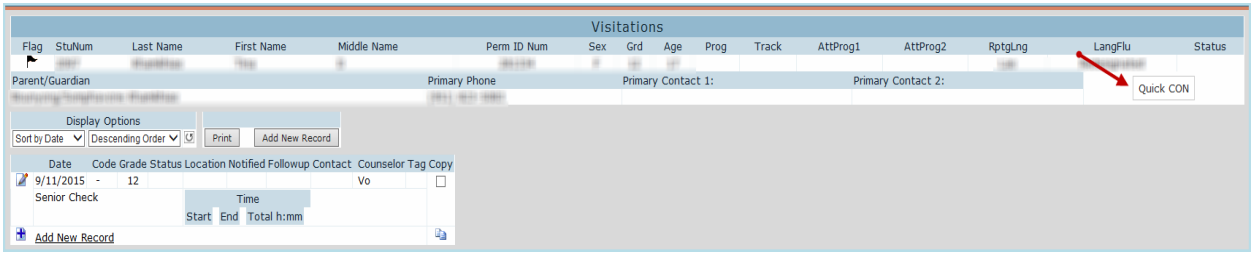
CONTACTS

The **Contacts** page allows an unlimited number of contacts to be entered and gives the school permission to contact the individuals listed. This page contains an area for unlimited narrative for each contact. There is also the **Mail Tag** field that can be "flagged" for duplicate mailings to be sent to parents living at different addresses (e.g. report cards, school mailings, etc.)



The **Red Flag** field is used to call attention that a student has important information entered. A **Red** Flag will display next to **Contacts** on the Navigation Tree.

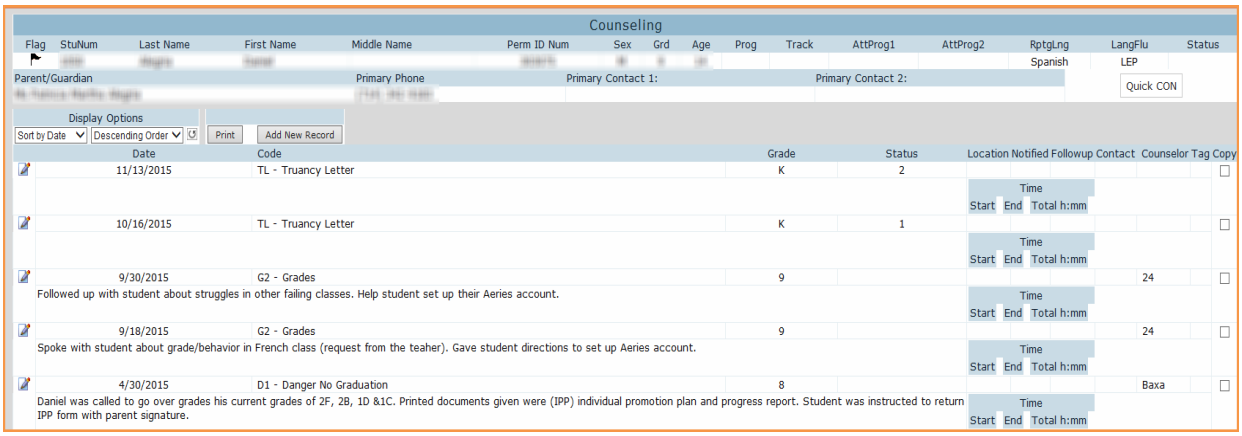
NOTE: Quick Contacts is located in the following nodes in **Aeries.NET: Grades, Gradebook Summary, Gradebook Details, Assertive Discipline, Counseling, Visitation, Retentions, Victims, Witnesses, Interventions, Activities and Awards and etc.**



COUNSELING

From the **Guidance** node on the Navigation Tree there are several pages available for use with counseling students. The following pages are available on the **Guidance** node: **Assertive Discipline, Counseling, Interventions, Retentions, Victims, Witnesses** and **Discipline Incidents.**

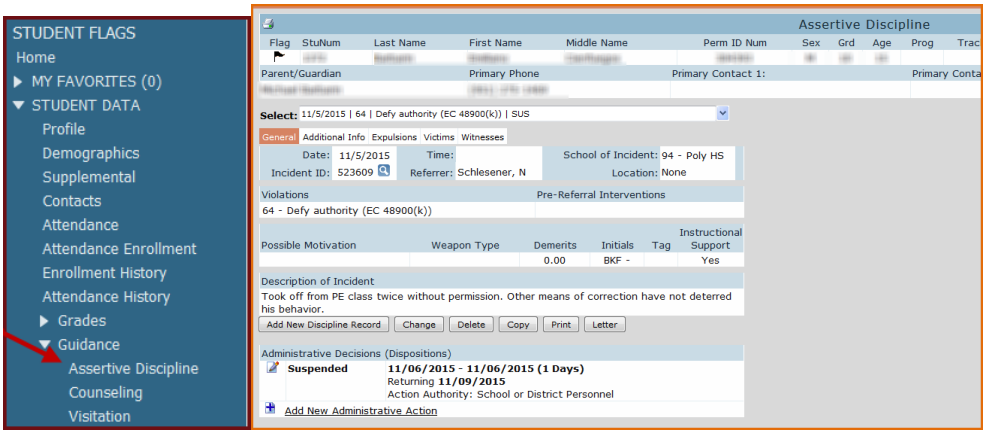
The **Counseling** page is utilized to log conferences. You will be able to track the different reasons you have conferences with students, parents, teachers, etc. for example Personal Counseling or Teacher Concern.



NOTE: Care must be taken. **ALL Comments** entered will print on the **Print Student Counseling Report/CNF report** in ***View all Reports.***

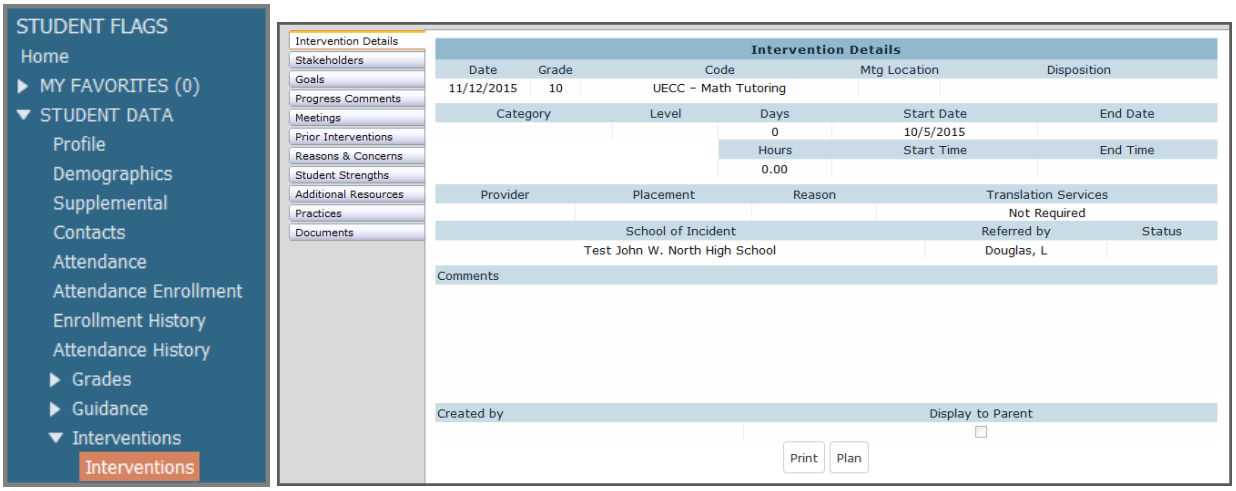
ASSERTIVE DISCIPLINE

The **Assertive Discipline** pages can be displayed by selecting **Assertive Discipline** under the **Student Data/Guidance** node on the Navigation Tree. The following is the **Assertive Discipline** page that contains a large amount of information that can be stored about an incident.



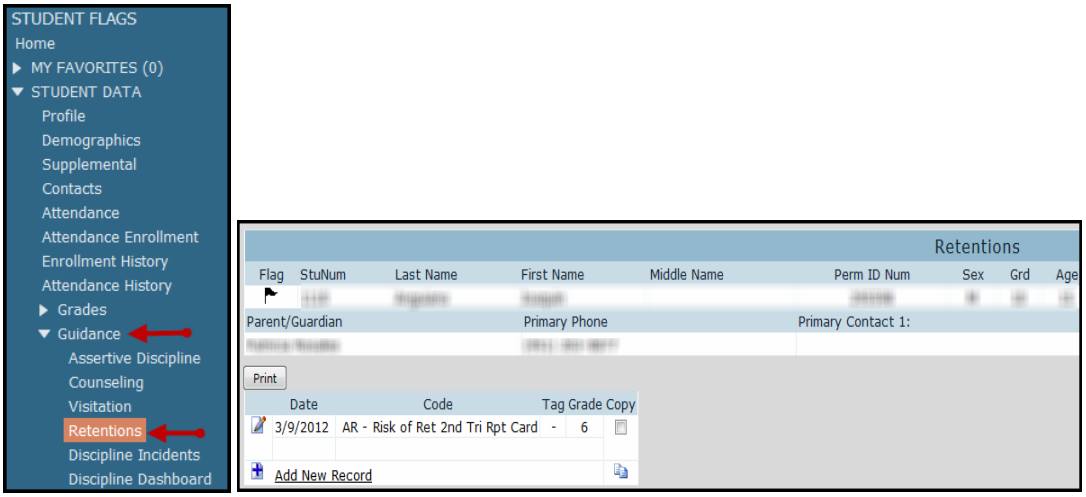
INTERVENTIONS

The **Interventions** page provides a way to track what interventions have been put in place for a given student. There are areas to record **Intervention Details, Stakeholders, Goals, Progress Comments, Meetings, Prior Interventions, Reasons & Concerns, Student Strengths, Additional Resources and Practices information** regarding each student intervention.



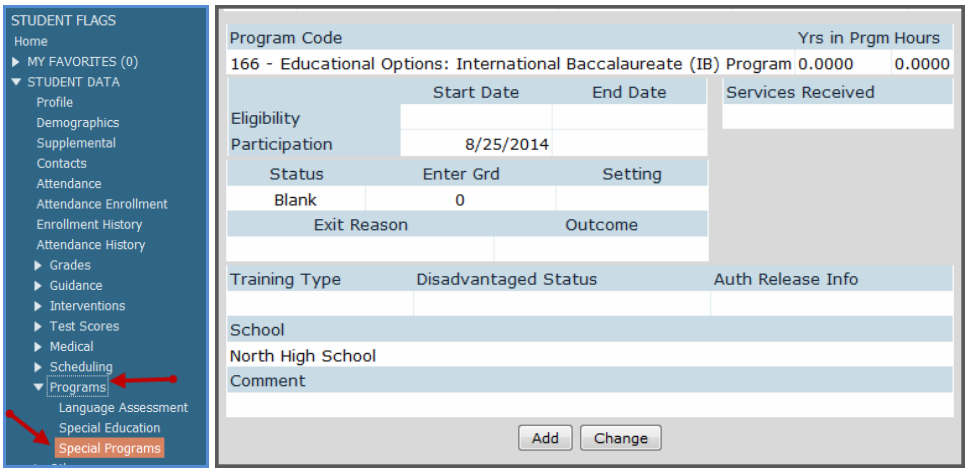
RETENTIONS

The **Retentions** page provides a way to track the steps taken when retaining a student. Query reports can be generated to more easily monitor the steps taken when retaining a student.



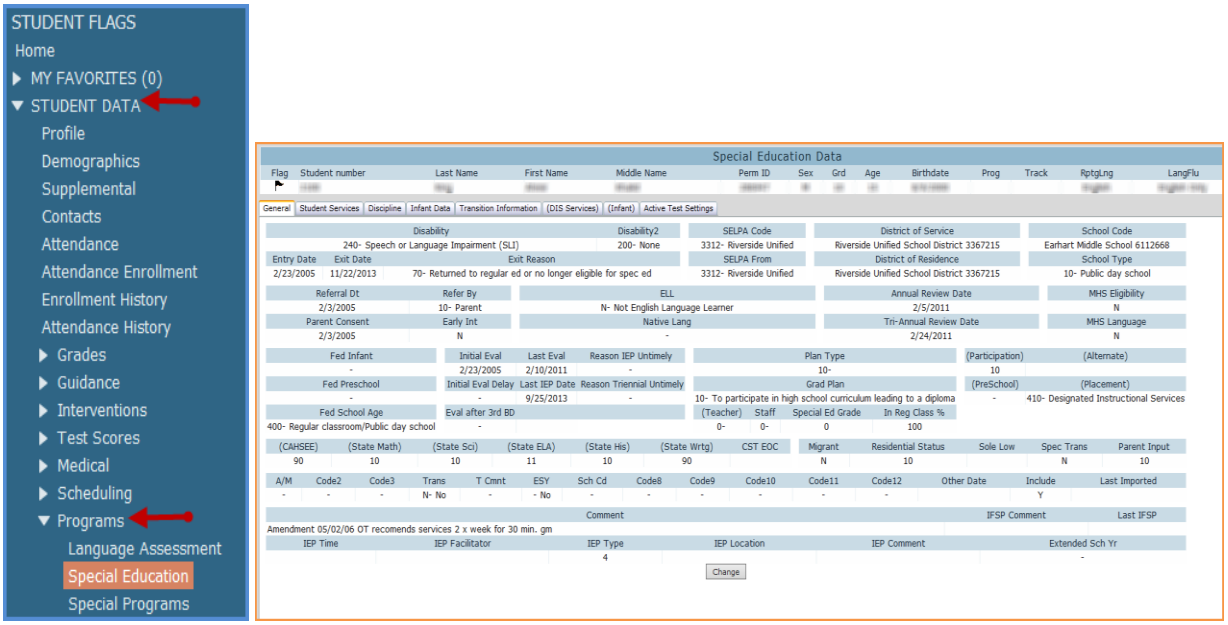
SPECIAL PROGRAMS

The **Special Programs** page provides a way to track students who are in programs (**AVID, California Partnership Academy, Heritage Plan, IB program, Homeless, and Foster**). **Special Programs** can be displayed by selecting **Special Programs** under the **Student Data/Program** node on the Navigation Tree.



SPECIAL EDUCATION

If a student is currently identified as a special education student or has been exited from the Special Education program, the **Special Education** page displays their Special Education Data. The **Special Education** page can be displayed by selecting **Special Education** under **Student Data/Program** node on the Navigation Tree.

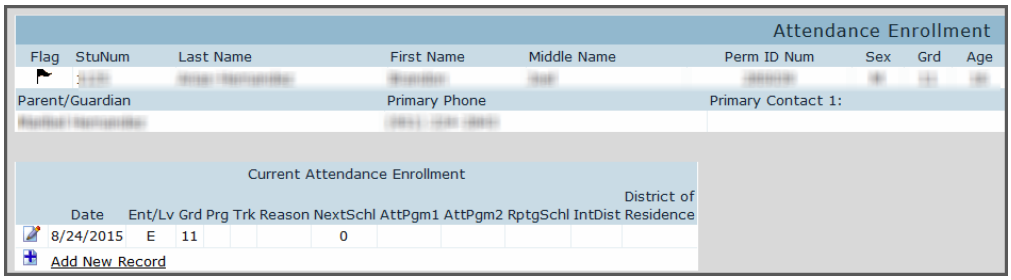


ENROLLMENT

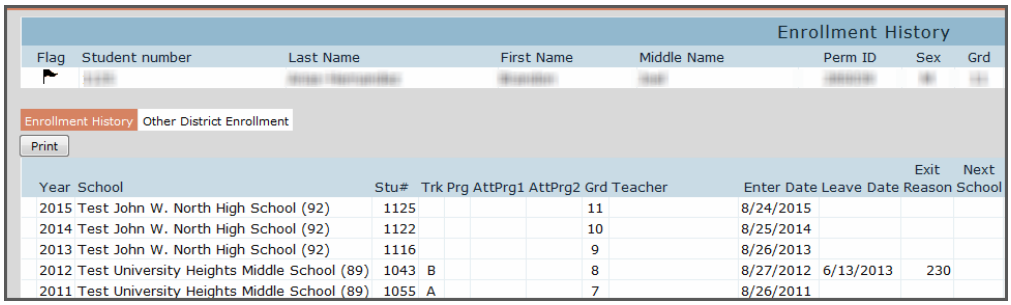
Students have several enrollment information page available in Aeries.

- School enrollment – displays enrollment for their active school site only
- District Enrollment – displays enrollment at any time throughout their RUSD career
- Other District Enrollment – Information pertaining to schools that the student has attended (outside and/or within RUSD) or school that the student will be attending after leaving RUSD

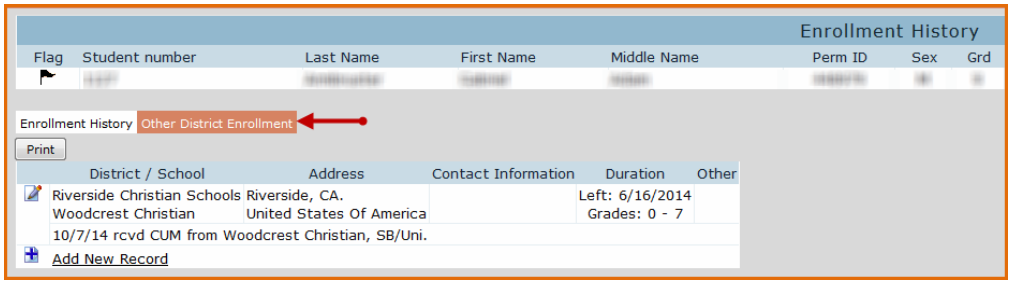
Attendance Enrollment - School Enrollment



Enrollment History - District Enrollment

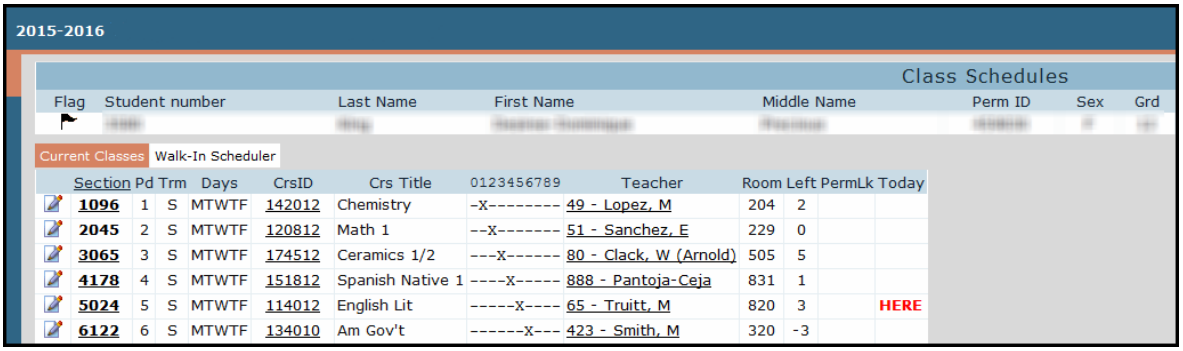


Enrollment History - Other District Enrollment



STUDENT CLASS SCHEDULE

The **Student Class Schedule** page displays all classes that a student is currently enrolled in. This page is also used to make schedule changes for an enrolled student, or to add classes for a student enrolling after the start of the school year.
The word **HERE** displays under the **Today** column indicating which period is currently in session. This is determined by the time of day on the computer, and the bell schedule as entered in the **School Options** page. The **Attendance** column will also display if a student is absent.



2015-2016

Class Schedules

Flag	Student number	Last Name	First Name	Middle Name	Perm ID	Sex	Grd
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

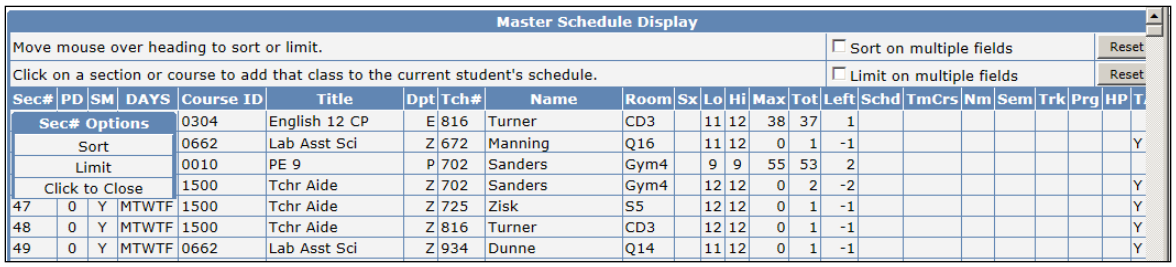
Current Classes | Walk-In Scheduler

Section	Pd	Trm	Days	CrsID	Crs Title	0123456789	Teacher	Room	Left	PermLk	Today
1096	1	S	MTWTF	142012	Chemistry	-X--------	49 - Lopez, M	204	2		
2045	2	S	MTWTF	120812	Math 1	--X-------	51 - Sanchez, E	229	0		
3065	3	S	MTWTF	174512	Ceramics 1/2	---X------	80 - Clack, W (Arnold)	505	5		
4178	4	S	MTWTF	151812	Spanish Native 1	----X-----	888 - Pantoja-Ceja	831	1		
5024	5	S	MTWTF	114012	English Lit	-----X----	65 - Truitt, M	820	3		HERE
6122	6	S	MTWTF	134010	Am Gov't	------X---	423 - Smith, M	320	-3		

To display the **Master Schedule** section information, click on the **Section** link. To display sections for a course, click on the **CrsTitle** link.

To display all available sections click the mouse on the **View MST** button on the lower left of the page. A window will display, with the entire master schedule including section numbers, periods, courses, teachers, rooms, total students, etc.

The top of the page explains how to sort by a field or multiple fields, such as period and semester as well as limit what displays. To add a section to a student's schedule double-click the mouse on the section.



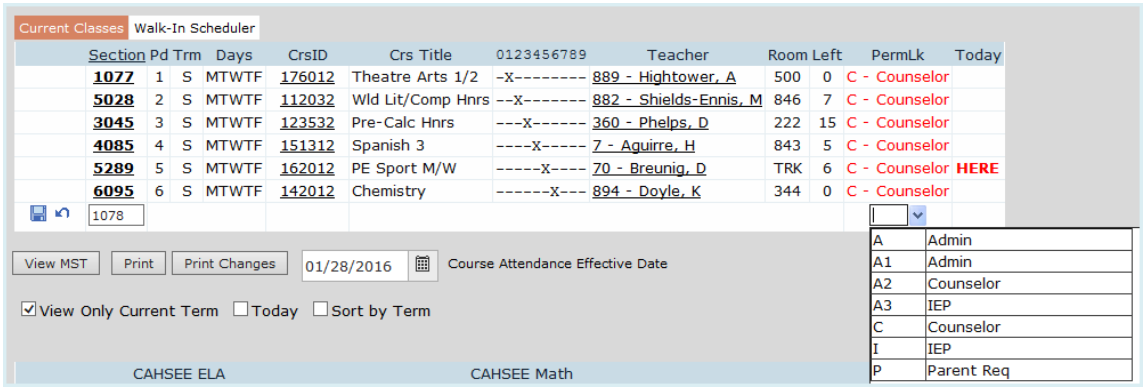
Master Schedule Display

Move mouse over heading to sort or limit. ☐ Sort on multiple fields Reset

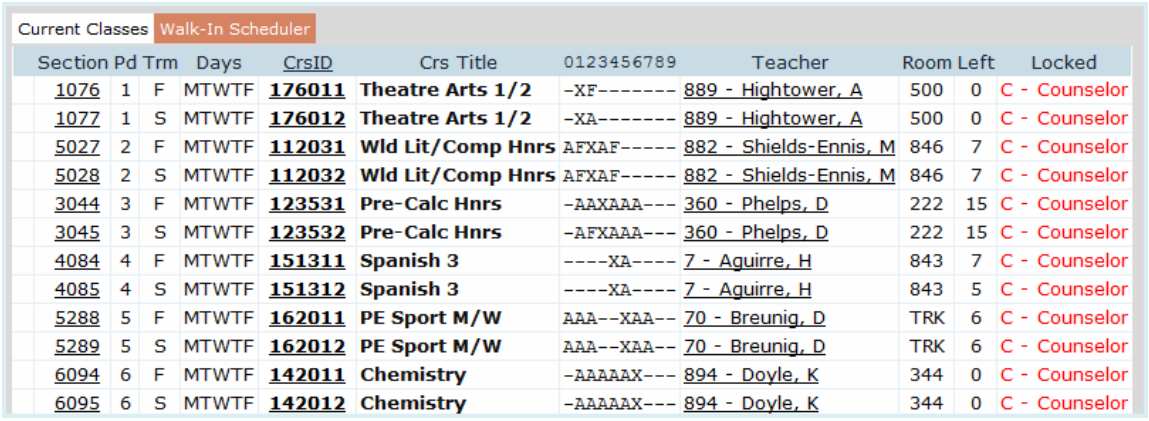
Click on a section or course to add that class to the current student's schedule. ☐ Limit on multiple fields Reset

Sec#	PD	SM	DAYS	Course ID	Title	Dpt	Tch#	Name	Room	Sx	Lo	Hi	Max	Tot	Left	Schd	TmCrs	Nm	Sem	Trk	Prg	HP	T
Sec# Options				0304	English 12 CP	E	816	Turner	CD3		11	12	38	37	1								
Sort				0662	Lab Asst Sci	Z	672	Manning	Q16		11	12	0	1	-1								Y
Limit				0010	PE 9	P	702	Sanders	Gym4		9	9	55	53	2								
Click to Close				1500	Tchr Aide	Z	702	Sanders	Gym4		12	12	0	2	-2								Y
47	0	Y	MTWTF	1500	Tchr Aide	Z	725	Zisk	S5		12	12	0	1	-1								Y
48	0	Y	MTWTF	1500	Tchr Aide	Z	816	Turner	CD3		12	12	0	1	-1								Y
49	0	Y	MTWTF	0662	Lab Asst Sci	Z	934	Dunne	Q14		11	12	0	1	-1								Y

To prevent courses from being rescheduled specific courses can be locked or unlocked by clicking on the Change icon next to each class. The **PermLk** field will also allow you to flag a particular course to be permanently locked and should not be changed.



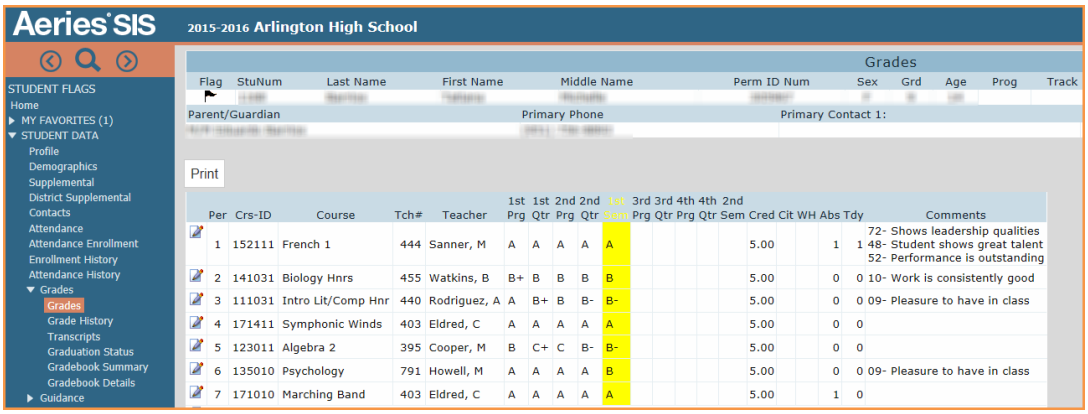
The **Walk-In Scheduler** tab will allow a new student to be enrolled into classes and course numbers can be entered for desired classes.



Clicking on the **Schedule Course Requests** button will automatically schedule the student into the selected courses available and all changes are saved. The **Reset Schedule** button can be used to **UNDO** all changes made to a student's schedule.

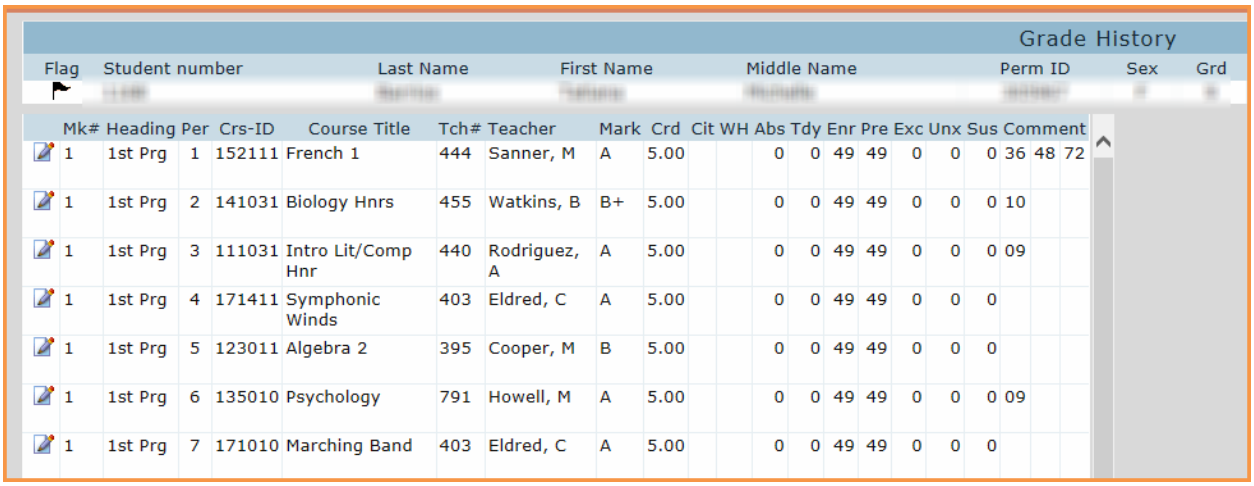
GRADES

A student's academic performance can be viewed for each term of the school year on the **Grades** page. But the total absences and comments displayed are **only** for the current grading period.



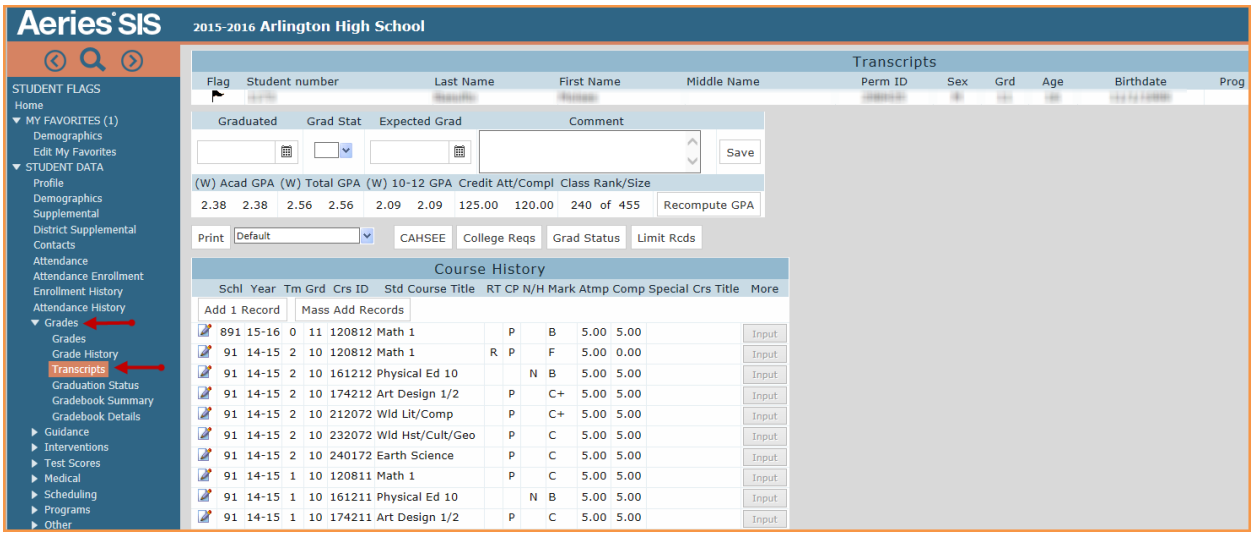
GRADE HISTORY

The **Grade History** for the current year is available through the **Grades** page by clicking the mouse on the **Grade History** button. This will display **ALL** marks, citizenship, work habits, total absences and comments for each grade period. ***Remember - this information is only stored for the current year to provide all grade information for each grading period.***



TRANSCRIPTS

The **Transcripts** page displays all students previous year's grade history, student ranking and calculated GPA's. The **COMMENTS** field allows information to be stored but only the first five lines will print on the transcript. The **Repeat Tag** field (**RT)** to the right of **Course Title** is for **REPEATED COURSES**. The **CP** is to flag courses for college prep and **N/H** is for Non-Academic courses.



The **Print Students with Repeated Courses** report prints students with repeated courses over maximum credit, which is based on credit assigned to courses in the **Course** table. After term grades are posted on the transcript, running this report will help locate students who have repeated a course.

Note: This report is not available in Aeries.NET at this time.

Screaming Eagle High School 12/22/2014

2014-2015 **Students with Repeated Courses over Maximum Credit** Page 1

Stu#	Student Name	Sex	Grade	Crs ID	Course Title	CrsContent	MaxCredit	Term	Mark	Repeat	Credit
000002	Abdelnour, Alice	F	9	0010	PE 9		10.00	1/14	A		5.00
	14 99			0010	PE 9		10.00	Now	?		10.00
000002	Abdelnour, Alice	F	9	0416	Spanish I		10.00	1/14	A-		5.00
	14 99			0416	Spanish I		10.00	Now	?		10.00

To "waive" a requirement for a student, such as, the student is excused from Health instruction per Ed Code Section 51240, add the course to the transcript. In the **Mark** field enter "**X**" and indicate the appropriate number of credits being waived in the **Atmp** field. **Remember that "X" must be setup as a valid mark in order to work properly.** In the **Comp** field enter **0.00** credits. The resulting Grad Status report will accurately reflect the reduced credits required in that subject for that student.

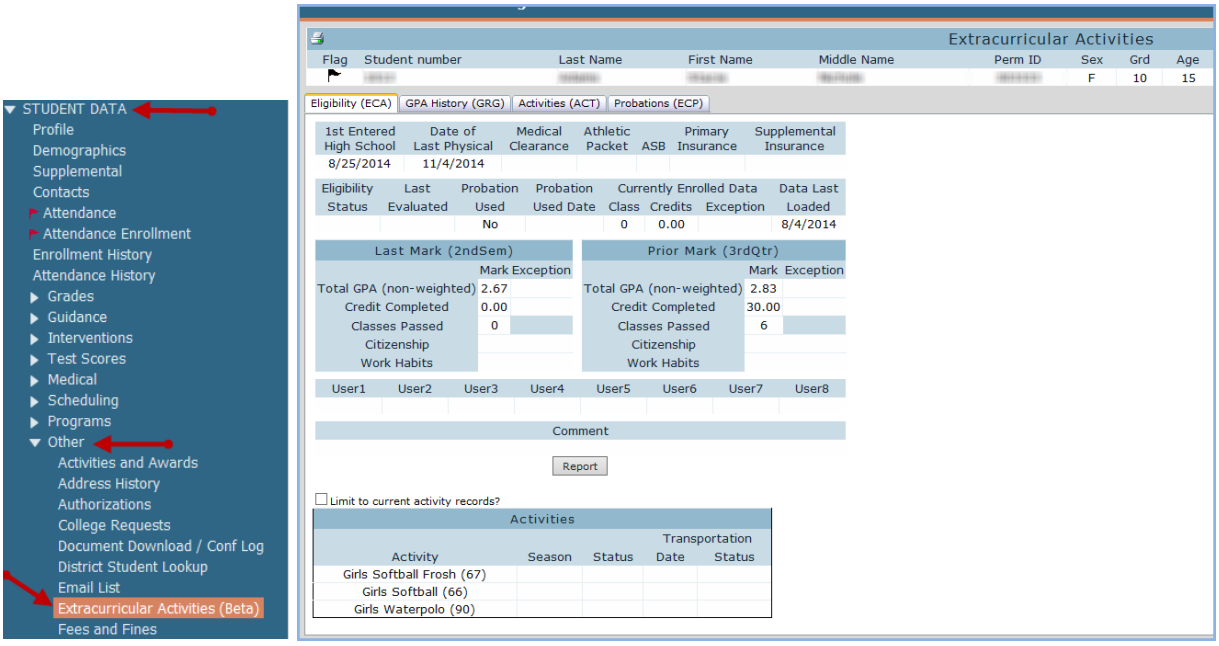
Course History

	Schl	Year	Tm	Grd	Crs ID	Std Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special Crs Title	More
	Add New Record													
	994	12-13	2	12	0317	IB Eng HL2		P	H	A	0.25	0.25		Input
	994	12-13	2	12	0425	Span IV IB SL		P	H	A	5.00	5.00		Input
	994	12-13	2	12	0726	IBHstAm2/HEcCv		P	H	A	5.00	5.00		Input
→	994	12-13	2	12	1029	Health				X	5.00	0.00		Input

Clicking the mouse on the **Print** button will display a student's transcript on the screen.

EXTRA-CURRICULAR ACTIVITIES

From the **Other** page the **Extracurricular Activities** page can be displayed to view **Eligibility, GPA History, Activities, and Probations.**

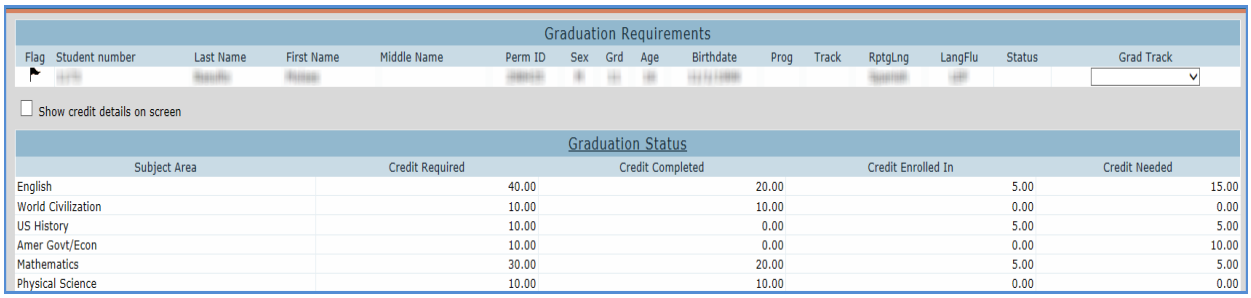


GRADUATION STATUS

From the **Transcripts** page the **Graduation Status/Requirements** page can be displayed by selecting the **Status** button. This page will display the credits required and credits completed for all subject areas

The following is an example of the **Graduation Requirements** page.

To display the course titles that have been met and not completed click the mouse on the **Show Credit Details on Screen** option.



Graduation Requirements

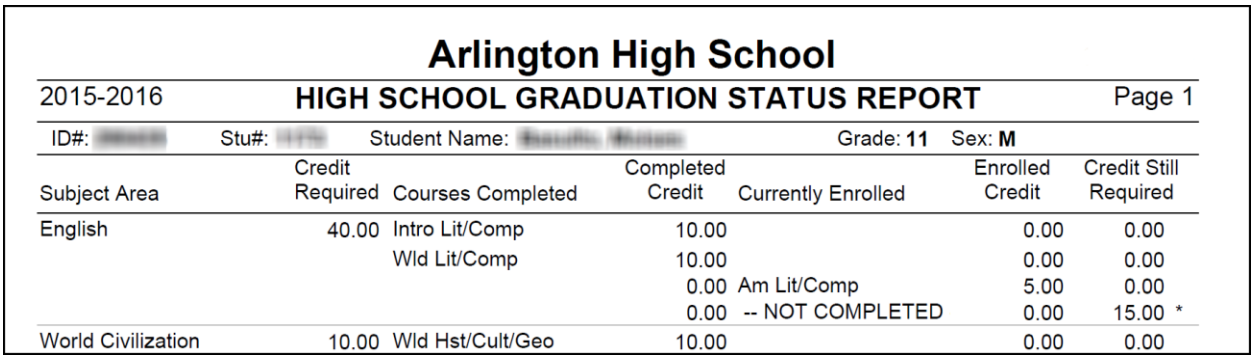
Flag	Student number	Last Name	First Name	Middle Name	Perm ID	Sex	Grd	Age	Birthdate	Prog	Track	RptgLng	LangFlu	Status	Grad Track

Show credit details on screen

Graduation Status

Subject Area	Credit Required	Credit Completed	Credit Enrolled In	Credit Needed
English	40.00	20.00	5.00	15.00
World Civilization	10.00	10.00	0.00	0.00
US History	10.00	0.00	5.00	5.00
Amer Govt/Econ	10.00	0.00	0.00	10.00
Mathematics	30.00	20.00	5.00	5.00
Physical Science	10.00	10.00	0.00	0.00

To print the **Graduation Requirements** click the mouse on the **Print** button.



Arlington High School

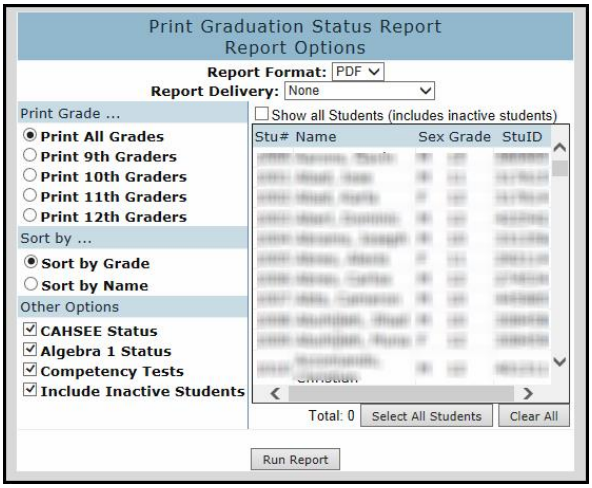
2015-2016 **HIGH SCHOOL GRADUATION STATUS REPORT** Page 1

ID#: Stu#: Student Name: Grade: **11** Sex: **M**

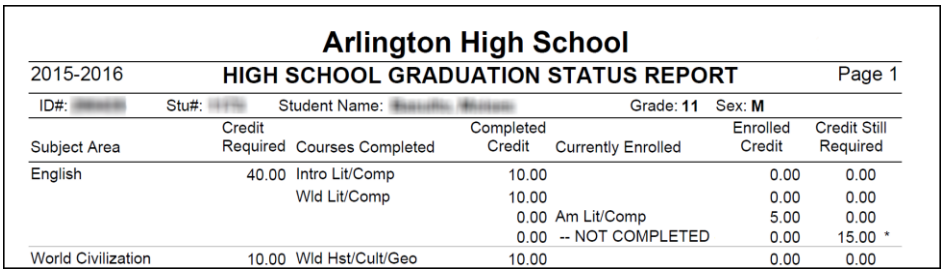
Subject Area	Credit Required	Courses Completed	Completed Credit	Currently Enrolled	Enrolled Credit	Credit Still Required
English	40.00	Intro Lit/Comp	10.00		0.00	0.00
		Wld Lit/Comp	10.00		0.00	0.00
			0.00	Am Lit/Comp	5.00	0.00
			0.00	-- NOT COMPLETED	0.00	15.00 *
World Civilization	10.00	Wld Hst/Cult/Geo	10.00		0.00	0.00

GRADUATION STATUS REPORT BY STUDENT

The **Graduation Status Report by Student** page allows you to generate a graduation status report for specific students or select students.



After the Report Options are selected, the report can be generated by clicking the mouse on the **Run Report** button.



Arlington High School

2015-2016 **HIGH SCHOOL GRADUATION STATUS REPORT** Page 1

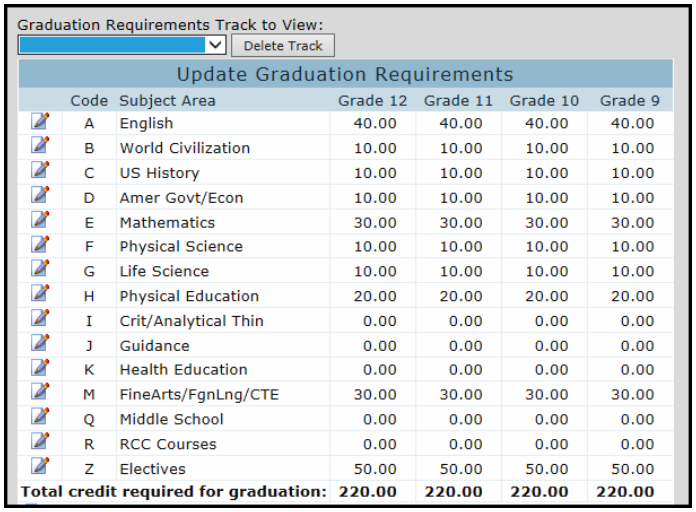
ID#: [redacted] Stu#: [redacted] Student Name: [redacted] Grade: **11** Sex: **M**

Subject Area	Credit Required	Courses Completed	Completed Credit	Currently Enrolled	Enrolled Credit	Credit Still Required
English	40.00	Intro Lit/Comp	10.00		0.00	0.00
		Wld Lit/Comp	10.00		0.00	0.00
			0.00	Am Lit/Comp	5.00	0.00
			0.00	-- NOT COMPLETED	0.00	15.00 *
World Civilization	10.00	Wld Hst/Cult/Geo	10.00		0.00	0.00

Note: The **Graduation Status Letter** is not available in Aeries.Net at this time

GRADUATION REQUIREMENTS

Graduation requirements are updated through the **Update Graduation Requirements** page. If graduation requirements are modified, the grad status for students in each class can be followed separately.

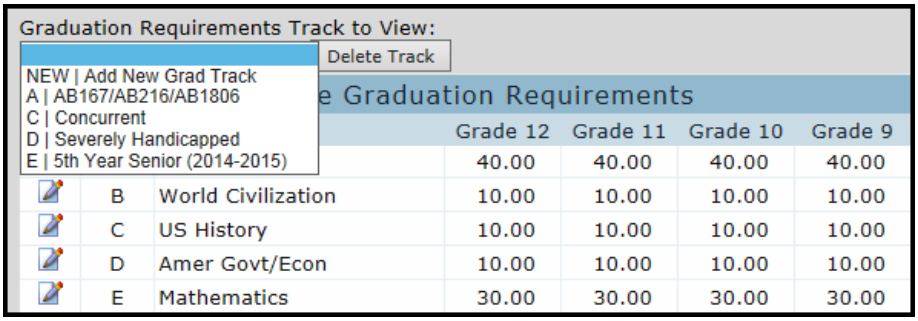


Graduation Requirements Track to View: Delete Track

Update Graduation Requirements

Code	Subject Area	Grade 12	Grade 11	Grade 10	Grade 9
A	English	40.00	40.00	40.00	40.00
B	World Civilization	10.00	10.00	10.00	10.00
C	US History	10.00	10.00	10.00	10.00
D	Amer Govt/Econ	10.00	10.00	10.00	10.00
E	Mathematics	30.00	30.00	30.00	30.00
F	Physical Science	10.00	10.00	10.00	10.00
G	Life Science	10.00	10.00	10.00	10.00
H	Physical Education	20.00	20.00	20.00	20.00
I	Crit/Analytical Thin	0.00	0.00	0.00	0.00
J	Guidance	0.00	0.00	0.00	0.00
K	Health Education	0.00	0.00	0.00	0.00
M	FineArts/FgnLng/CTE	30.00	30.00	30.00	30.00
Q	Middle School	0.00	0.00	0.00	0.00
R	RCC Courses	0.00	0.00	0.00	0.00
Z	Electives	50.00	50.00	50.00	50.00
Total credit required for graduation:		**220.00**	**220.00**	**220.00**	**220.00**

Different **Grad Tracks** can be setup so that the **Class Rank and Size** can be calculated differently for students in the same grade based on their **Grad Tracks**.



Graduation Requirements Track to View:

NEW | Add New Grad Track
A | AB167/AB216/AB1806
C | Concurrent
D | Severely Handicapped
E | 5th Year Senior (2014-2015)

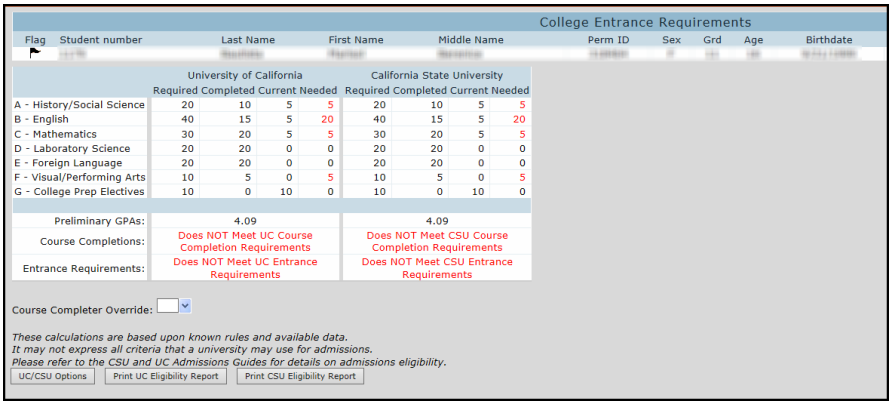
Delete Track

e Graduation Requirements

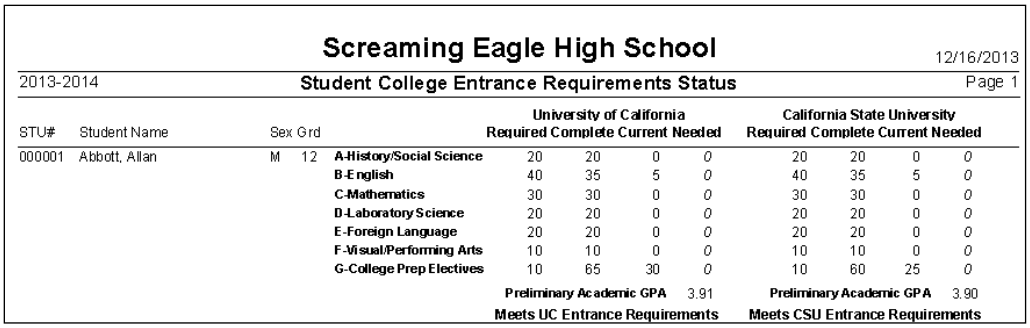
			Grade 12	Grade 11	Grade 10	Grade 9
			40.00	40.00	40.00	40.00
	B	World Civilization	10.00	10.00	10.00	10.00
	C	US History	10.00	10.00	10.00	10.00
	D	Amer Govt/Econ	10.00	10.00	10.00	10.00
	E	Mathematics	30.00	30.00	30.00	30.00

COLLEGE

The **College Entrance Requirements** page summarizes UC and CSU eligibility for each student. The College Entrance Requirements page can be accessed from **Student Data**, **Test Scores** on the Navigation Tree. When a student meets either UC or CSU requirements a green bar will display indicating what has been completed.



To print the **Student College Entrance Requirements** report with the UC and CSU eligibility status for the student displayed, click the mouse on the **Print** button. To print for all students the report can be selected from **View All Reports** which will also allow a query condition for example for grade 12.

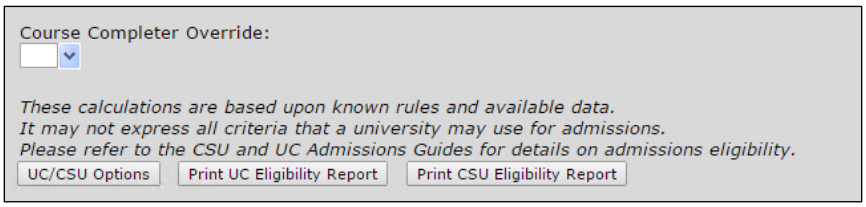


Screaming Eagle High School 12/16/2013

2013-2014 **Student College Entrance Requirements Status** Page 1

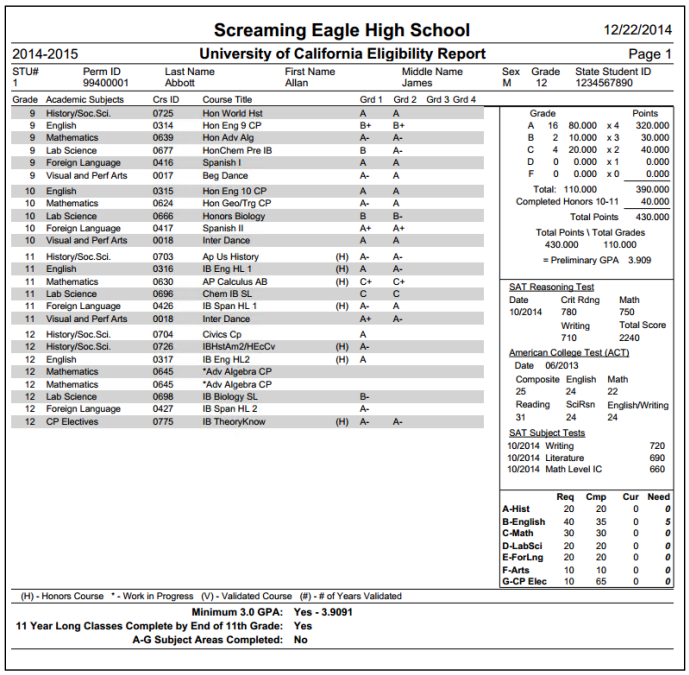
STU#	Student Name	Sex	Grd		University of California Required	Complete	Current	Needed	California State University Required	Complete	Current	Needed
000001	Abbott, Allan	M	12	A-History/Social Science	20	20	0	0	20	20	0	0
				B-English	40	35	5	0	40	35	5	0
				C-Mathematics	30	30	0	0	30	30	0	0
				D-Laboratory Science	20	20	0	0	20	20	0	0
				E-Foreign Language	20	20	0	0	20	20	0	0
				F-Visual/Performing Arts	10	10	0	0	10	10	0	0
				G-College Prep Electives	10	65	30	0	10	60	25	0
					Preliminary Academic GPA	3.91			Preliminary Academic GPA	3.90		
					Meets UC Entrance Requirements				Meets CSU Entrance Requirements			

The **Print CSU Eligibility Report** and the **Print UC Eligibility Report** buttons are also available in the left corner of this page and can be generated by clicking the mouse on the **Print Report** button.



Both reports provide the option to print information for specific student(s) or all students. These reports will then print the student's courses, grades, CSU or UC GPA, test scores, etc., and qualification

status. A student can then use these printouts to assist him or her with filling out the CSU and UC applications. The following is an example of the **UC Eligibility Report**.



Screaming Eagle High School 12/22/2014

2014-2015 **University of California Eligibility Report** Page 1

STU#	Perm ID	Last Name	First Name	Middle Name	Sex	Grade	State Student ID
1	99400001	Abbott	Allan	James	M	12	1234567890

Grade	Academic Subjects	Crs ID	Course Title		Grd 1	Grd 2	Grd 3	Grd 4
9	History/Soc.Sci.	0725	Hon World Hst		A	A		
9	English	0314	Hon Eng 9 CP		B+	B+		
9	Mathematics	0639	Hon Adv Alg		A-	A-		
9	Lab Science	0677	HonChem Pre IB		B	A-		
9	Foreign Language	0416	Spanish I		A	A		
9	Visual and Perf Arts	0017	Beg Dance		A-	A		
10	English	0315	Hon Eng 10 CP		A	A		
10	Mathematics	0624	Hon Geo/Trg CP		A-	A		
10	Lab Science	0666	Honors Biology		B	B-		
10	Foreign Language	0417	Spanish II		A+	A+		
10	Visual and Perf Arts	0018	Inter Dance		A	A		
11	History/Soc.Sci.	0703	Ap Us History	(H)	A-	A-		
11	English	0316	IB Eng HL 1	(H)	A	A-		
11	Mathematics	0630	AP Calculus AB	(H)	C+	C+		
11	Lab Science	0696	Chem IB SL		C	C		
11	Foreign Language	0426	IB Span HL 1	(H)	A-	A		
11	Visual and Perf Arts	0018	Inter Dance		A+	A-		
12	History/Soc.Sci.	0704	Civics Cp		A			
12	History/Soc.Sci.	0726	IBHstAm2/HEcCv	(H)	A-			
12	English	0317	IB Eng HL2	(H)	A			
12	Mathematics	0645	*Adv Algebra CP					
12	Mathematics	0645	*Adv Algebra CP					
12	Lab Science	0698	IB Biology SL		B-			
12	Foreign Language	0427	IB Span HL 2		A-			
12	CP Electives	0775	IB TheoryKnow	(H)	A-	A-		

Grade			Points
A	16	80.000 x 4	320.000
B	2	10.000 x 3	30.000
C	4	20.000 x 2	40.000
D	0	0.000 x 1	0.000
F	0	0.000 x 0	0.000
Total:		110.000	390.000
Completed Honors 10-11			40.000
Total Points			430.000

Total Points \ Total Grades
430.000 110.000
= Preliminary GPA 3.909

SAT Reasoning Test

Date	Crit Rdng	Math
10/2014	780	750
	Writing	Total Score
	710	2240

American College Test (ACT)

Date	06/2013		
Composite	English	Math	
25	24	22	
Reading	SciRsn	English/Writing	
31	24	24	

SAT Subject Tests

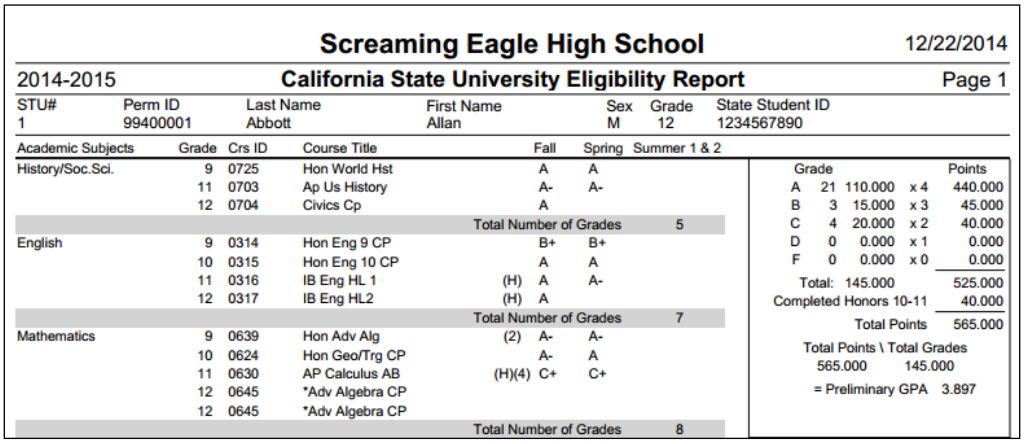
10/2014	Writing	720
10/2014	Literature	690
10/2014	Math Level IC	660

	Req	Cmp	Cur	Need
A-Hist	20	20	0	***0***
B-English	40	35	0	***5***
C-Math	30	30	0	***0***
D-LabSci	20	20	0	***0***
E-ForLng	20	20	0	***0***
F-Arts	10	10	0	***0***
G-CP Elec	10	65	0	***0***

(H) - Honors Course * - Work in Progress (V) - Validated Course (#) - # of Years Validated

Minimum 3.0 GPA: **Yes - 3.9091**
11 Year Long Classes Complete by End of 11th Grade: **Yes**
A-G Subject Areas Completed: **No**

The following is an example of the **CSU Eligibility Report**.



Screaming Eagle High School 12/22/2014

2014-2015 **California State University Eligibility Report** Page 1

STU#	Perm ID	Last Name	First Name	Sex	Grade	State Student ID
1	99400001	Abbott	Allan	M	12	1234567890

Academic Subjects	Grade	Crs ID	Course Title	Fall	Spring	Summer 1 & 2
History/Soc.Sci.	9	0725	Hon World Hst	A	A	
	11	0703	Ap Us History	A-	A-	
	12	0704	Civics Cp	A		
			Total Number of Grades			5
English	9	0314	Hon Eng 9 CP	B+	B+	
	10	0315	Hon Eng 10 CP	A	A	
	11	0316	IB Eng HL 1 (H)	A	A-	
	12	0317	IB Eng HL2 (H)	A		
			Total Number of Grades			7
Mathematics	9	0639	Hon Adv Alg (2)	A-	A-	
	10	0624	Hon Geo/Trg CP	A-	A	
	11	0630	AP Calculus AB (H)(4)	C+	C+	
	12	0645	*Adv Algebra CP			
	12	0645	*Adv Algebra CP			
			Total Number of Grades			8

Grade			Points
A	21	110.000 x 4	440.000
B	3	15.000 x 3	45.000
C	4	20.000 x 2	40.000
D	0	0.000 x 1	0.000
F	0	0.000 x 0	0.000
Total:		145.000	525.000
Completed Honors 10-11			40.000
Total Points			565.000

Total Points \ Total Grades
565.000 145.000
= Preliminary GPA 3.897