



Did You Know? Conference 2015

Session Description: This session will include a quick look at many of the forms and reports that may have been around for a while, but either you missed the revision notes on or the feature didn't apply to you at the time.

1. Attendance

Bell Scheduler Off Campus Pass & Re-admit Slip Withdrawal Form

2. Counseling

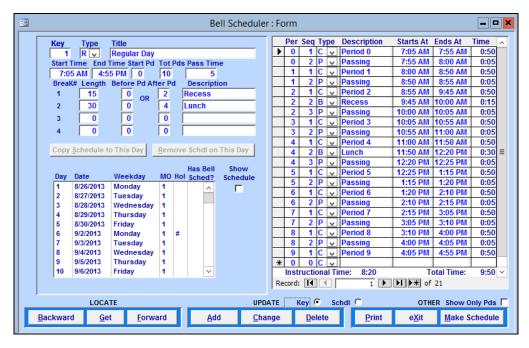
Cal Grant GPA
Work Permits
Summons Report
Mass Update Graduation Codes

3. Other

Student Demographics
Aeries Variable for Current User
Quick Launch
Student Enrollment Form
CAHSEE Status Report
Student Groups
Reports Printing Packets

Bell Scheduler

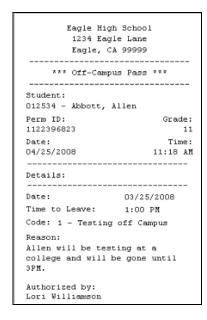
The **Bell Scheduler** is used to modify the default bell schedule to a custom schedule for a particular day. It defines what time the periods meet. For example, a custom bell schedule can be setup for testing days or a minimum day.

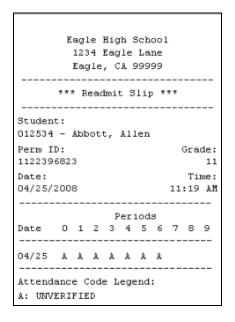


Off Campus Pass and Re-admit Slip

The **Off Campus Pass** and **Re-admit Slip** are attendance reports that can print from a receipt printer that is 2.75 inches wide or can also be printed on a laser printer. The **Re-Admit** program will locate the last date the student has an attendance record entered. A date range will display and default to this date. This attendance record will print along with specific student information.

The **Off Campus Pass** can print notes entered from the **Attendance Notes** form indicating the student has permission to be off campus. A **Time to Leave** and **Approval** field can display on the **Attendance Note** form for specific codes. In order for these fields to display the **Attendance Notes** codes (ATN.CD) must be setup with a 1.00 entered into the **Amount** field from **Update Code Table** form. The following are examples of the **Off Campus Pass** and **Readmit Slip** printed on a receipt printer.

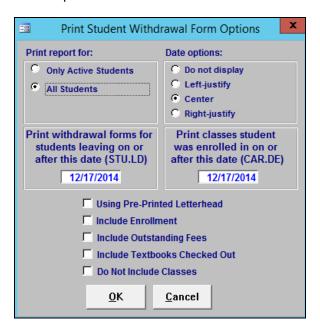




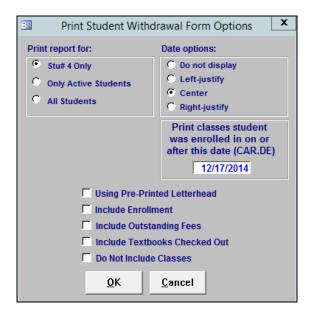
Print Student Withdrawal Form

The **Print Student Withdrawal** form can generate a report for one student or a large number of students that are leaving a school. The report will print student demographic information, enter and leave dates and teacher signature line. The **Define Withdrawal Headings** will allow you to customize the headings to be printed on the **Student Withdrawal Form**.

To print a large number of students they **MUST** have a **Leave Date** in order to be printed. With the **Student Data** form closed click the mouse on the **Attendance Cycle** button. Click the mouse on the **Student Withdrawal Form** button. The following form will display to print **Only Active Students** or **All Students**. Click the mouse for the options selected and click the mouse on the **OK** button.



To print a **Student Withdrawal Form** for one student you **MUST** enter the **Leave Date** on the **Student Data** form and minimize **Student Data**. From the **Attendance Cycle** click the mouse on the **Student Withdrawal Form** button. The following options will display and the **STU# 1 Only** will default. The number displayed is the **Student Number** selected to print. Click the mouse for the options selected and click the mouse on the **OK** button.

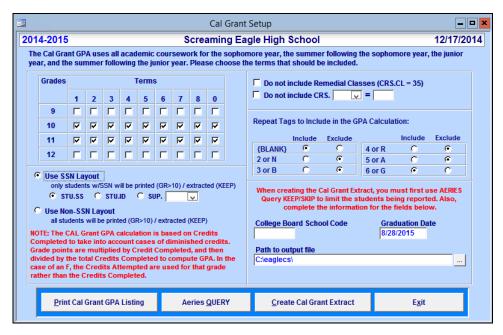


The following is an example of the **Student Withdrawal Form** that will print.

		63	ming Eagle Hig 36 Eagle Crag gle Rock, CA. (999) 555-990	Lane 95994	ool				
		D	ecember 17, 2	014					
		Stude	nt Withdrawa	l Repo	ort				
Stu#:	4 Birthda	ite: 12/2	4/1998	Age:	15	Pe	mID#	99400004	
Student Name:	Arnold A. Abdo		Sex: M			St	ate ID#	0099400004	
Address:	4475 N Castleview Ave	His	p/Latino: N			Leav	e Date:	12/17/2014	
City:	Eagle Rock, CA. 99999 Race: White			е		Ent	er Date:	8/23/2011	
Counselor:	Wilson		Grade: 11			L	odker#		
					Last [Day Atte	ended:_		
Reason for leavi	ng:								
New Address:									
	hdrawal:								
Seo# Per CrsID) Course title	Rm#	Teacher		Mark	% Cit	z W/H	Signature	
68 0 0011	PE	Gym2	Wilber						
1100 1 0701	World Hist. Cp	C9	Wynn						
2104 2 0416	Spanish I	C9	Wynn						
3134 3 0674	Phys Science,CP	Q17	Smith, S.						
4122 4 0608	Geometry Cp	T7	Clark						
5138 5 0302	English 10 CP	C5	Nuno						
* Please sign ab	ove and show average gra	de from t	ne beginning o	f the cu	urrent s	emest	er to the	present time.	
_									
Bookkeeper:									
								·	
Additional Info.:_									

Cal Grant

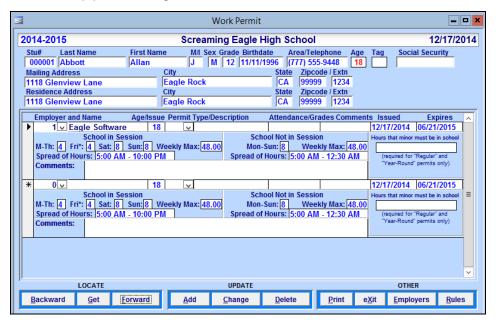
The Cal Grant Setup form will allow you to print a Cal Grant GPA Listing and create a text file for the Cal Grant Extract. The Cal Grant Setup form can be accessed from View All Forms or View All Reports. The Cal Grant Setup form can create the Cal Grant GPA Listing and Cal Grant Extract in two formats, the Use SSN Layout to include the student's Social Security number or the Use Non SSN Layout.



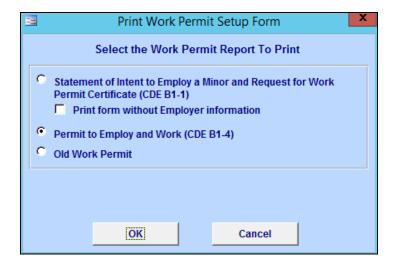
Work Permit

The **Work Permit** form provides the school with work standards permitted by the state for a student according to their age. The **Work Permit** form allows the school to keep track of the students that have work permits, when they were issued, when they expire and the employer information.

The default work standards permitted for a student will display depending on their age under the **Hours**, **School in Session** and **School Not in Session** section of the form. A printed **Work Permit** can also be printed from this form. The **Work Permit** form is accessible through **View All Forms**. Certain information must be setup prior to using this form.



To print a Work Permit, click the mouse on the **Print** button. The following option form will display. Select which work permit to print and then click the mouse on the **OK** button.



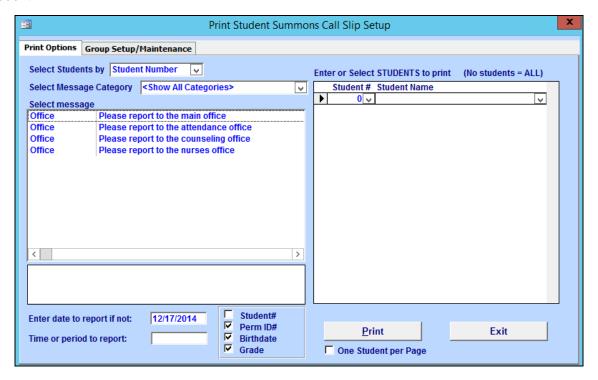
The following is an example of the **Work Permit** report.

A work permit shall not be issued to a minor of A WORK PERMIT-CERTIFICATE OF AGE caregiver, or residential shelter service provide	C" (CDE Form Bl	-1) form has been signed by th	e parent or guardian,	foster parent,			
(Print Information)							
Permit Renir ation Date Fork permits shall expire fire days after the opening of succeeding school year. Full-time exempt work permits & 13 year olds shall expire no base than the end of the year. EE +9118 and +9130 9/1/2014 Date	lssu ed eo 14	Check Permit Type: Full-time Worksbility Restricted General	X Work Experience Education, Vocational Cooperative Education, or Personal Attendant				
Minor's Information							
Alan Abbott VIII Minor's Name Print First and Last)	Social Security Number						
Militia Francisco Bar Zibey		13	5/17/2001				
Home Phone		ne of Issuance	Birth Date	_			
1234 West Eagle Rock Eagle Point				99999			
Home Address		City		Zip Code			
School Information							
Screaming Eagle High School		(999) 555-9994					
School Name		School Phone					
6336 Eagle Crag Lane School Address	Eagle Rock		95994				
School Address		City		Zip Code			
Maximum Work Hours Permitted							
Maximum Work Hours Permitted 1. Maximum number of work hours on a sel	noolday		3				
	•		<u>3</u>				
1. Maximum number of work hours on a sci	n-school day n session						

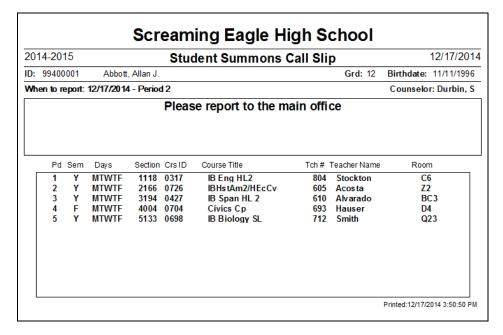
Summons Report

The **Summons Call Slip** is a program that will allow you to setup a scheduled date and time for select students to report to a specific area. The program will allow you to create groups of students that can be setup for specific Summons to be generated.

The **Print Student Summons Call Slip Report** is accessible through **View All Reports**. When the actual Summons Report is generated a slip of paper will be printed with specific details to be given to the student.

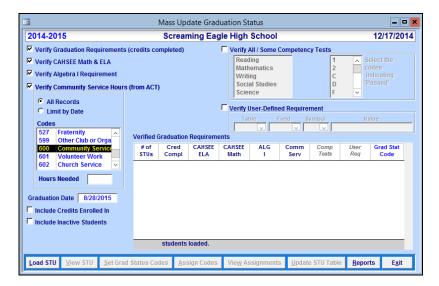


The **Summons Report** will be generated for all students selected.

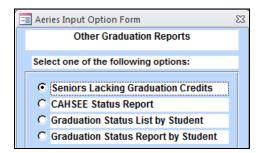


Mass Update Graduation Status

This form is designed to update seniors' graduation codes following the end of the senior year. However, this form may be utilized prior to that in order to identify specific areas in which seniors may be at risk. Documentation may be found on the web site under Procedures Manual, Mass Update Graduation Status.

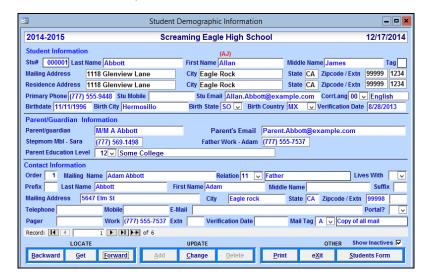


Several reports can be accessed from the Reports button on the lower right of the form. Below are the reports available.

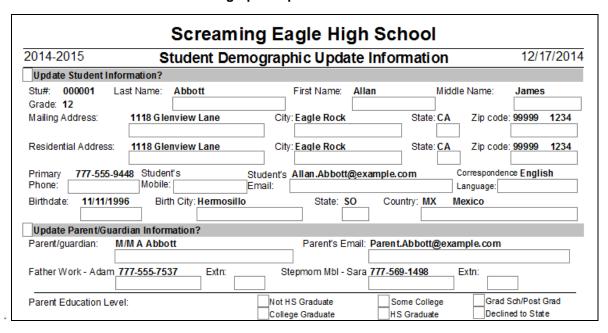


Student Demographic Update

The **Student Demographic Update** form provides one location for specific student data from various other forms that can be reviewed and updated all at once. The form is accessible from **View All Forms**.

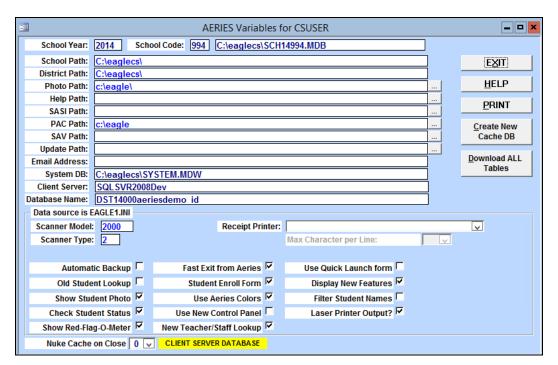


The **Print** button can be used to print a report of all data displayed on this form. This report can be printed for each student and distributed to parents to make possible changes. These changes can then be entered back into the **Student Demographic Update** form.



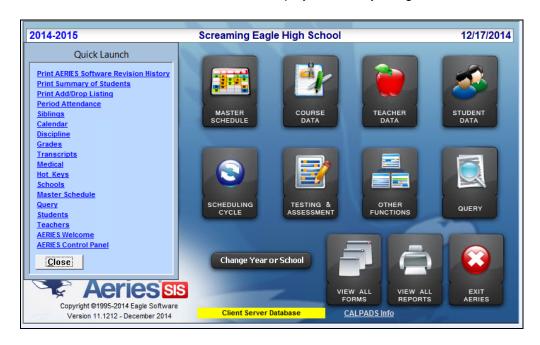
Aeries Variable for Current User

The Aeries Variables for Current User form may be used to identify certain functions or uses pertaining to an individual user and is accessible from View All Forms.



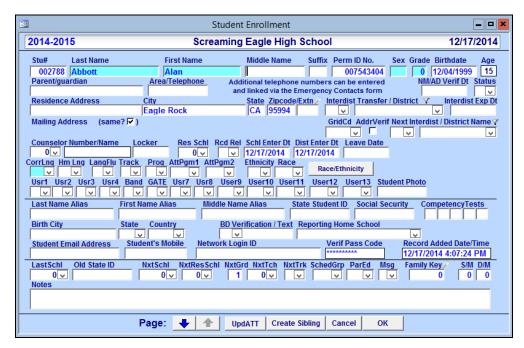
Quick Launch

The **Aeries Variables for Current User** form will allow you to turn on the **Quick Launch** option. When Aeries opens a specific listing of frequently used programs will display. The forms and reports to display must be setup from the **Hot Keys** forms. After the **Hot Keys** are setup and the flag is set in the Aeries Variables form the **Quick Launch** selection box will display next time you sign into Aeries.



Student Enrollment Form

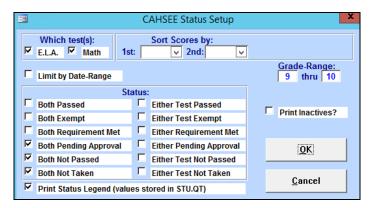
The Aeries Variable for Current User form will allow you to turn on the Student Enrollment Form. When a student is then added to the database the Enrollment form will display instead of the Student Data form. The Student Enrollment Form will allow a more consolidated entry of student data for new students.



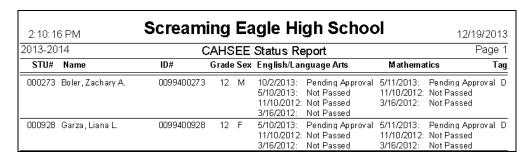
CAHSEE Status Report

The **CAHSEE Status Report** will display a setup form that allows you to select either the ELA or Math tests to print. It gives the option to sort the test, Limit by Date Range, select a Grade Range and select specific **Status** of the test.

Under **Status** the options are available to print whether the test has been flagged as **Exempt**, **Pending Approval** or **Requirement Met**. In the example below it was selected to print **Both Pending Approval**, **Both Not Passed** and **Both Not Taken**.

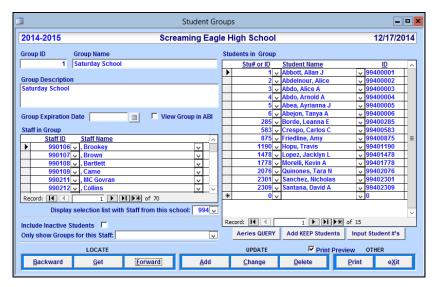


The following report is generated.



Student Groups

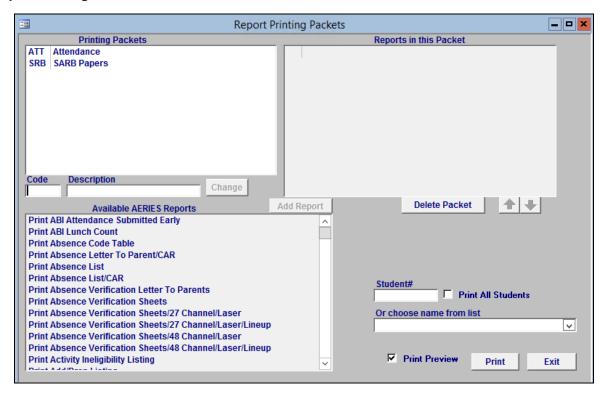
The **Student Groups** form will allow you create a group of specific students containing their **Student ID** numbers and assigned a specific **Group ID**. After the **Group ID** has been created the **View All Reports** form will allow you select a specific Group. The report can then be generated to either include or exclude the students within this group.



Reports Printing Packets

The **Report Printing Packets** program is used to define and print many different reports at the same time for a single student or all students. For example, when a student leaves a school, there are many reports that need to be generated for that student. These reports can be pre-defined from this form and printed all at once.

Packets can be created for different uses. Withdrawal, SARB and Counseling are some examples of **Report Printing Packets** that can be defined.



Some Possible Reports

Print Daily Attendance Form – displays attendance for an Elementary school student

Print Period Attendance Form – displays attendance for a Secondary school student

Print Standard Based Report Cards – displays Elementary grades

Print Student Grades/MM – displays grade reporting for secondary grades

Print Student Transcript/laser – displays a secondary students transcript

Print Student Tests – displays students test records

Print Student Discipline Report/ADS – displays students detailed discipline records

Print Student Discipline Report/ADS/No Detail- displays students discipline records

Print Class Schedule – displays secondary students current class schedule