



***Aeries™* Student Information System
Updating This Years Database with Feeder School Students
February 25, 2005**

Towards the end of the current school year it becomes necessary to start preparing for the upcoming school year. In Aeries the feeder school students can be copied into the current year's database and remain active at the feeder school. This allows the scheduling process to begin for the upcoming school year.

When the feeder students are copied into the current years database they **MUST** be flagged with an "*" asterisk in the **Status Tag** field. The asterisk will prevent the feeder students from getting counted in any of the current schools totals, such as number of students currently enrolled or ADA.

The scheduling (SSS/SMS) tables can then be created and will contain all of the current year's students and the feeder school students. These students can be scheduled into classes using the **Scheduling Master Schedule** for the upcoming school year. At the end of the school year the new year database can be created with all of the new year students with their classes assigned.



NOTE:

Documentation is available on the Aeries web site under the Downloads tab for Client Server:

Creating Next Years Database Procedures

COPY FEEDER SCHOOL STUDENTS

From the **Miscellaneous** form, click the mouse on the **Copy Many Students From Another School** button. To select the feeder school to be copied click the mouse on the **up or down** arrow keys until the school number displays.

Copy students from another school

2004-2005 Screaming Eagle High School 2/16/2005

Copy student records from another school's database

Copy Student Data from: School: 994 Year: 2004 2005

SERVER: sqlservices2 DB Suffix: aeriesdemo

Change Server/DB

SCHOOL EXISTS IN DATABASE DST04000aeriesdemo

Student Options

- ☒ Add 1 to student's grade level
- ☒ Only copy students in highest grade
- ☒ Assign new student numbers to avoid conflicts
- ☐ Copy students in all BUT highest grade
- ☐ Copy inactive students also
- ☐ Tag students "" (asterisk) for "pre-enrolled for next year"
- ☐ Only copy students with this school as their next school
- ☒ Change Students School Mobility to new grade
- ☐ Change Students District Mobility to new grade

Update / Review Tables to Copy

Copy eXit

To select a different **Server** or **DB Suffix**, click the mouse on the **Change Server/DB** button.

Copy students from another school

2004-2005 Screaming Eagle High School 2/16/2005

Copy student records from another school's database

Copy Student Data from: School: 994 Year: 2004 2005

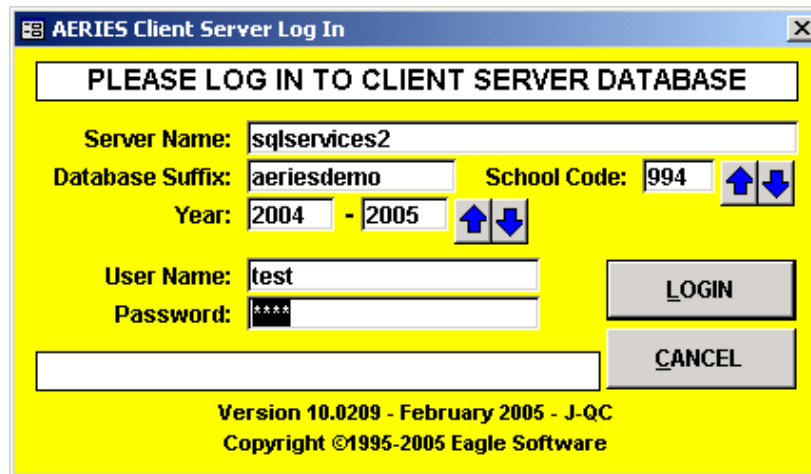
SERVER: sqlservices2 DB Suffix: aeriesdemo

Change Server/DB

SCHOOL EXISTS IN DATABASE DST04000aeriesdemo

Student Options

The following **Log In** box will display. Enter the server name, database suffix and school code. Click the mouse on the **Login** button.



AERIES Client Server Log In

PLEASE LOG IN TO CLIENT SERVER DATABASE

Server Name: sqlservices2

Database Suffix: aeriesdemo School Code: 994

Year: 2004 - 2005

User Name: test

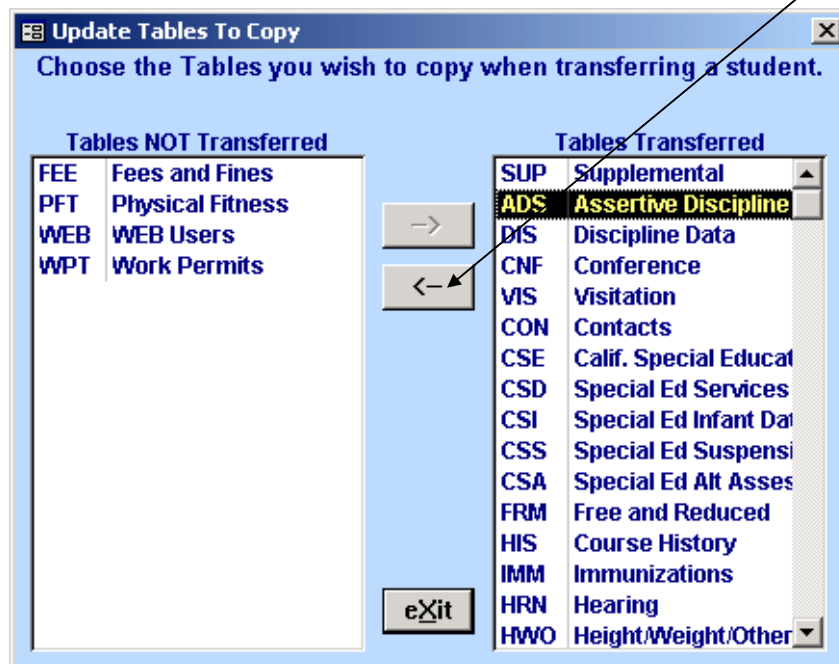
Password: ****

LOGIN

CANCEL

Version 10.0209 - February 2005 - J-QC
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Prior to copying the student records it must be determined which student related tables are to be copied. Click the mouse on the **Update / Review Tables to Copy** button. The tables to be copied will be listed on the right side of the selection box. To de-select tables click the mouse on the table name and click the mouse on the **arrow**.



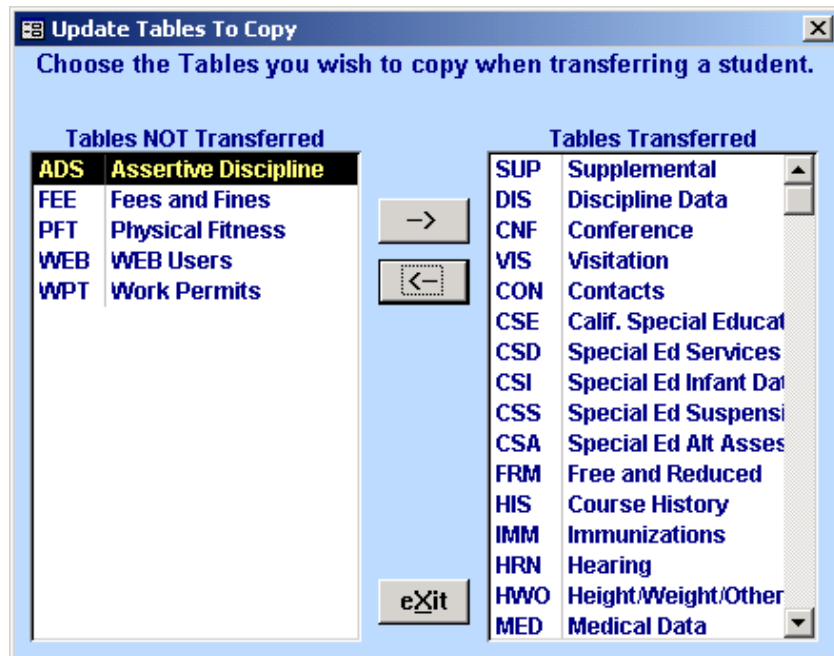
Update Tables To Copy

Choose the Tables you wish to copy when transferring a student.

Tables NOT Transferred		Tables Transferred	
FEE	Fees and Fines	SUP	Supplemental
PFT	Physical Fitness	ADS	Assertive Discipline
WEB	WEB Users	DIS	Discipline Data
WPT	Work Permits	CNF	Conference
		VIS	Visitation
		CON	Contacts
		CSE	Calif. Special Educat
		CSD	Special Ed Services
		CSI	Special Ed Infant Dar
		CSS	Special Ed Suspensi
		CSA	Special Ed Alt Asses
		FRM	Free and Reduced
		HIS	Course History
		IMM	Immunizations
		HRN	Hearing
		HWO	Height/Weight/Other

Exit

The table will now display on the left side of the selection box and will not be copied over. After selecting all tables to be copied click the mouse on the **Exit** button.



The update options available will display on the left side of the form and default with a **black check** in the middle of the box. These options must be changed.

Copy students from another school

2004-2005 Screaming Eagle High School 2/16/2005

Copy student records from another school's database

Copy Student Data from: School: 994 Year: 2004 2005

SERVER: sqlservices2 DB Suffix: aeriesdemo

Change Server/DB

SCHOOL EXISTS IN DATABASE DST04000aeriesdemo

Student Options

- ☐ Add 1 to student's grade level
- ☒ Only copy students in highest grade
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- ☐ Copy students in all BUT highest grade
- ☐ Copy inactive students also
- ☒ Tag students "*" (asterisk) for "pre-enrolled for next year"
- ☐ Only copy students with this school as their next school
- ☒ Change Students School Mobility to new grade
- ☒ Change Students District Mobility to new grade
- ☒ Add 1 to student's grade for School/District Mobility

Update / Review Tables to Copy

Copy eXit



NOTE:

The following are the standards that **MUST** be flagged for copying students from lower level schools into the current database as pre-enrolled:

- Only copy students in the highest grade level
- Assign new student numbers to avoid conflicts
- Tag students "*" for "pre-enrolled for next year"
- Change Students School mobility to new grade
- Add 1 to student's grade for School/District Mobility
- ALL OTHERS MUST BE UNFLAGGED

The option "Only copy students with this school as their next school" must be flagged if students are assigned to different feeder schools in a database. The NxtSchl field in the feeder school database **MUST** also be current.

Click the mouse on each button on the left side of the form to flag or un-flag the update options. The options selected will contain a **black check** in the box. **The following form contains the update options that should be selected.** After all data and sections have been made click the mouse on the **Copy** button.

The following message will display with all update options selected. **Verify that these selections are correct.** Click the mouse on the **Yes** button. A message will display with the total number of students copied. Click the mouse on the **OK** button.

It is recommended that the student data and related tables be verified to be sure they copied correctly. The number of incoming students should also be verified in the STU table.



REMEMBER: These procedures must be repeated for ALL feeder schools.