

# Ask Aeries! Online Enrollment

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Question:

**Do any districts use online enrollment for HIPPY and  
Preschool?**

Answer:

Yes, you can use Online Enrollment for Preschool. In your Online Enrollment Database, under Basic Settings you would want to update the Minimum Age

Enrollment Age Limits

Minimum Age: 2

Maximum Age: 18

And under Grade Choices select Pre-School

Grade Choices

☒ Preschool

☒ Eighth Grade

☒ Transitional Kindergarten

☒ Ninth Grade

☒ Kindergarten

☒ Tenth Grade



# Ask Aeries

## Question:

Is there a way to change birthdate ranges for grade level placement through Admin settings?

## Answer:

Currently there is no option to change birthdate ranges for grade level placement through Admin settings

There is an Aeries Idea for this request, and I have added the link to the Idea below:

[Aeries Idea](#)



Question:

**Is it still a plan for Next Gen to consolidate Online Enrollment , Parent Data Confirmation, and Transfers (school Choice) into one module. Will Aeries be creating a Focus Group?**

**Answer:**

**The team is looking into making changes to Online Enrollment however, at this time, we are not sure if Online Enrollment, Parent Data Confirmation, and School of Choice will consolidate and if there will be a Focus Group.**



**Ask Aeries**

## Question:

Could it be possible to have different document and authorization requirements based on whether the family is enrolling for the current year or pre-enrolling for the next year?

## Answer:

For documents, there is the option to display for Current and Pre-Enrolled, Current Year Only, or Pre-Enrolled only. You can select the specific Grade Levels and Schools where the document will display. I have included the link to the documentation [Documents](#)

For Authorizations, there is an Aeries Idea to be able to customize Authorizations by school. I have included the link to the Aeries Idea [Aeries Ideas](#)

Portal Documents

Some features are not available on the demo server.

General Documents

Student Handbook

Confirmation Text:  
I have read the required document.

Show:  
Parent Data Confirmation

Student\_Handbook.pdf

Confirmation Type:  
Current and Pre-Enrolled

Required?  
Yes

These options allow different documents to be displayed for Students enrolling in the current year versus next year.

- **Current and Pre-Enrolled.** This shows the document to all Students.
- **Current Year Only** - displays to all current Students
- **Pre-Enrolled only** displays to pre-enrolled Students.



## Question:

Are there plans to update the admin UI and make it more user-friendly? Some of the current pain points include not being able to edit authorization questions or schools/emails.

## Answer:

I do believe at some point Aeries will be updating Online Enrollment.

There are Aeries Ideas for requests to add an Edit option. I have included the link to the Aeries Idea below:

[Aeries Ideas](#)



# Ask Aeries

## Question:

We would like to change some of the hard-coded questions on the application, is there a way to do that? For example, we do not want to ask for a student's cell phone, and we do not want to ask for the contact information of a person from another District under "other district enrollment". We also want to take off the phrase "Please select a grade level or program to enroll this student in". We don't want them to select the grade level, the system will place them by age and then we will verify that later with CALPADS.

## Answer:

Most questions are hard-coded and cannot be removed or edited. There is an Aeries Idea to disable parents/guardians from being able to change the grade level. I have included the link to the Aeries Idea below:

[Aeries Idea](#)



## Question:

Is there a way to create custom forms in Aeries Online Registration?

## Answer:

There is no option to create a custom form in the Online Enrollment database. You can upload a form or a link to a form on the Portal Documents page. Or you can use Supplement Questions to ask questions. Supplemental Questions offers a Yes/No or Dropdown option. I have included the links to the documentation below:

[Online Enrollment Supplemental Questions](#)  
[Documents](#)



**Ask Aeries**



## Question:

**Would it be possible to have a Sandbox for Online Enrollment so we can test different setting options without affecting the live website?**

## Answer:

Sandboxes are not created for Online Enrollment. You can use the Aeries Online Enrollment Demo Database. I have included the link to the Online Enrollment Demo Database [Online Enrollment Demo Database](#)



## Question:

What do I need to do in preparation for summertime rollover? Last year we had "pre-enrolled" students and there was difficulty because the online enrolment system wasn't pointing to the correct year.

## Answer:

Data submitted by parents through the Aeries Online Enrollment system is stored in a separate Aeries Registration database on the SQL server. This database does not require an annual rollover process and the database name does not change from year to year. The Online Enrollment database does need to be updated to point to the new year. If Aeries hosts your database, we will need to update the year for you. I would recommend when doing your New Year rollover planning call to verify with the person who is doing your rollover that they will be pointing your Online Enrollment Database to the new school year.



## Question:

Is there a way to review an application that is in an incomplete status

## Answer:

Currently, there isn't an option to review the incomplete record. However, there is an Aeries Idea to be able to Emulate a parent/guardian for Online Enrollment. I have included the link to the Idea below:

[Aeries Idea](#)



## Question:

Our online enrollment process could greatly benefit from the parent being able to submit electronic signature to confirm their enrollment submission. The parents currently need to download the confirmation/signature page, print and sign, then return/email the form back to the school before the site can import/finalize each online enrollment.

## Answer:

**Currently, this is not an option but there is an Aeries Idea for this request. I have included the link below:**

[Aeries Idea](#)



# Ask Aeries

## Questions:

**If a student is returning in the same academic year, do they have to submit a new enrollment?**

## Answers:

**If it is a returning student, it is recommended to reactive the record that is already in Aeries. Online Enrollment is recommended for new students.**



# Ask Aeries

## Question:

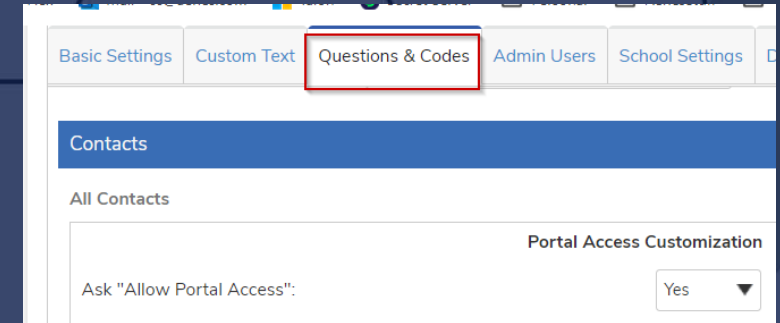
Would Aeries consider a redesign to let us set things like Notification Preferences (for ParentSquare), Portal access, Parent/Guardian 1/2 codes, parent ed level, and ed rights holder be required fields?

## Answer:

Online Enrollment currently does have the option to ask for Parent/Guardian 1 and Parent/Guardian 2 Education Level and Portal Access. If these options are enabled, they are required fields, and they will not be able to move forward unless they fill out the questions. You will find these options under the Questions & Codes tab. I have included the link to the documentation [Online Enrollment Questions & Codes](#)

There is an Aeries Idea for asking Notification Preference and I have included the link below:

[Aeries Idea](#)



The screenshot shows the 'Questions & Codes' tab selected in the top navigation bar. Below the navigation bar, there is a 'Contacts' section with a blue header. Under 'All Contacts', there is a 'Portal Access Customization' section. It contains a label 'Ask "Allow Portal Access":' followed by a dropdown menu set to 'Yes'.



The screenshot shows the 'Emergency Contacts' section. It contains two fields, each with a red border indicating they are required. The first field is labeled 'Ask Education Level:' followed by a dropdown menu set to 'Yes'. The second field is labeled 'Ask for email:' followed by a dropdown menu set to 'Yes'.

# Ask Aeries

## Question:

Is it possible to make certain forms be required to complete before allowing to move forward? I know we can make questions required but what about forms?

Is there a way to make some questions required? for example the questions on other district enrollment.

## Answer:

You can make it required for them to view a document or upload a document

There are certain questions on different pages that are required and will need to have an answer selected before moving forward. For the Other District Enrollment page there currently is no option to make this page required



# Ask Aeries

## Question:

On the AIR Student Import List - it would be so helpful if we could add comments for the enrollment record before setting them as Incomplete. We could type what is missing and what needs to be updated and then, Set as Incomplete (with comments) should generate an email to the Registration User to include the comments and instructions on updating what is missing and then to re-submit. If a user logs into their AIR portal they should see the Incomplete Enrollment as well as the comments of what is missing

## Answer

On the Aeries Online Enrollment – Student List page under Registration User if you click on their email address you can email the parent/guardian with what needs to be updated. If you set the record to Incomplete when the parent/guardian logs into the Online Enrollment database the student will have been removed from Completed Enrollments and put back under Pending Enrollments.



My Account

Please complete the enrollment process for each individual student before adding any additional students.

Pending Enrollments

Student	Started	Options
First Last	08/19/2023	Resume

Aeries Online Enrollment – Student List

Filters and Options

Filter By Name or Birthdate:

Filter By Status:

Limit to Current School:

Results

	Registration User	Student Name / Enroll ID	Birthdate	Grade	Res
<div><div>Import</div><div>View</div><div>Set As Incomplete</div><div>Delete</div></div>	<div>Loving Parent</div> <div>demo@aeries.com</div>	John M Doe - 20	01/01/1996	9	99



# Survey: Ask Aeries! Online Enrollment Survey



# WRAP UP

## Documents:

[Aeries Online Enrollment Admin Settings](#)

[Aeries Online Enrollment Importing Students](#)

[Aeries Online Enrollment Parent Process](#)

[Home Language Survey In Aeries Online Enrollment](#)



**Ask Aeries**