



Creating Next Year's Database – Client Server

June 9, 2015

1. Current Year Database
2. New Year Database
 - Creating New Database*
 - Pre-Roll Audit ***
 - Define Student Table Relationships*
3. Copy Aeries Tables From Last Year
 - Copy Regular Schools ***
 - Copy Specialty Schools*
 - Copy Inactive School*
4. Verify New Database
 - Verify District Rules*
 - Add New Schools*
5. Update Student Data **
6. Verify New Database
7. Print Missing Student Report
8. Copy Inactives
9. Update Scheduled Processes
10. Security For Last Year's Database

**** = New or updated information**

Prior to creating Next Year's Client Server database it is suggested that verifications are made to ensure that data will be copied over correctly. After the current year's database is clean the new database can be created and updated.

Current Year Database

- Review all CALPADS requirements for exiting students. (Reference: Reporting_Graduating_Students_to_CALPADS.pdf, Reporting_Matriculating_Students_to_CALPADS.pdf, and CALPADS_Student_Withdrawal_Data_Population_Guide.pdf). Students that have **End of Year Status (STU.EOY)** populated may also need to have the **STU.ENS** populated. Please refer to the CALPADS_Student_Withdrawal_Data_Population_Guide.PDF for more information. **NOTE:** The STU.ENS does not affect rollover, it is populated for CALPADS reporting.
- Verify School Options Low and High Grade Ranges (**LOC.LO** and **LOC.HI**) for all schools and the district. Districts should not have the district high grade, stored in **LOC.HI**, be above 12 even if they are using higher grade levels for Special Ed, Transitional Kindergarten or other students. The District grade range of 0-12 ensures that the graduating seniors are dropped during the rollover. Please note that the only reason a school's high grade, stored in **LOC.HI**, should ever be above 12, is if the low grade is *also* above 12 (i.e. pre-school with grade-range of 17-17). Students with grade levels higher than 13 will roll with the same grade level during the rollover and the students form will always allow grade levels *above* 13 to be entered, regardless of the school's grade-range.
- Verify **ALL** schools have setup their pre-enrolled students with the correct **next grade** and that there is an asterisk (*) in the **STU.TG** field.
- Consider any changes that will need to be made to tables that are district owned such as the code table, course data, etc.
- New schools need to be added the current school year database, including any grade level changes.
- Verify the **Next School (STU.NS)** field is populated with the school the students will be attending next year, even if the students are returning to the same school. The **STU.NS** can be populated with either the current school code if they are returning to the same school in the New Year database, the Next School code that they will be attending if they are moving to a different school within the district, or with the Inactive School code if they are leaving the district. **NOTE:** the **STU.NS** field will determine which school the student will roll into during rollover.
- Verify that the **Next Grade (STU.NG)** field is increased by one from the current **Grade** field to ensure that the student will roll over properly (Unless the student has been retained, is pre-enrolled, etc).
- If the student will be assigned a teacher for the upcoming school year, verify the **Next Teacher (STU.NT)** field. If the student will be assigned a track for the upcoming school year, verify the **Next Track (STU.NTR)** field.
- Check **Cumulative Credits** for seniors and determine if they will need to be retained and still held in the 12th grade when rolled over is complete.
- From **AdminCS** run **Force an Update**. Print the **Table Record Counts/CS** in **View All Reports**. You must run programs under **Maintenance Functions** to help clean up the current year's database – **Repair Indexes and Relationships, Force Cascading DEL Tags, Database Cleanup, Fix ENR Records**.
- Print out the **Define Student Table Relationship** screen to identify which tables are ID based in the current year's database.
- **Print Pre-Rollover Audit Listing**

New Year Database

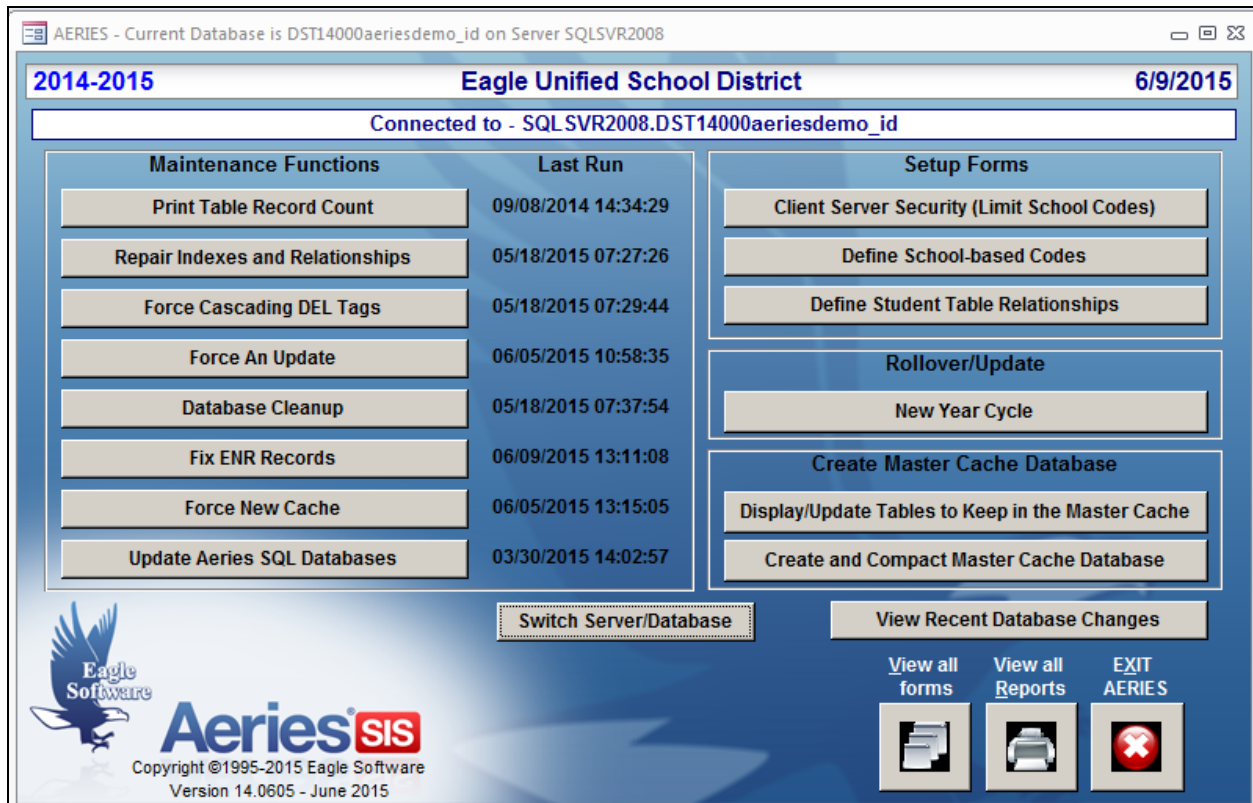
- From **SQL Server Management Studio** create a new Database for Next Year with same naming convention as this year and increase the year by one. For example, DST14000EagleUSD.
- Run the latest **SQLMODEL.sql** script (located in the EAGLE directory where **UPDATECS.exe** was extracted to) against the new database for next year to create the table structure. This procedure **MUST** be done at this time!
- Sign into **AdminCS** for next year to apply all new updates, new field, new indexes and relationships. **REMEMBER – Users should NOT be signed into the current year or the New Year databases. Place your users in a READ ONLY group in both years to prevent adding or changing data.**
- Change any student related tables to ID based relationships (it is suggested that this be done now since the tables do not contain data). Tables that were ID based in the current year database **MUST** be ID based in the New Year database. We highly recommend that all tables are converted to ID based relationships.
- In the New Years database, copy data from all of last year's regular schools, excluding summer schools, specialty schools and inactive school. Specialty schools and inactive school will run with different options.
- Copy over the specialty and inactive school from last year's database.
- Update the Student Data.
- Print Missing Students report
- Copy Inactive students into Inactive School

NOTE: All administrative processes should be run from the server to decrease processing time.

CREATING NEXT YEARS DATABASE

At the end of the year after all verifications have been made, a **New SQL Server Database** will need to be created for the upcoming school year. Prior to creating the new database it is crucial that the current year's data be as clean as possible.

There are various functions within **AdminCS** that will assist you with some cleanup on the current year's database. SQL Administrative functions are listed under **Maintenance Functions** and should be run in the following order, **Force an Update**, **Repair Indexes/Relationships**, **Force Cascading DEL Tags**, **Database Cleanup** and **Fix ENR Records**.



NOTE: It is **CRUCIAL** that the Maintenance Functions are generated prior to continuing with the following procedures.

After the current year's database is as clean as possible the **Print Table Record Counts/CS** report **MUST** be generated to get an idea of how many records they have. The new database **MUST** then be created in **SQL Server Management Studio**.

Detailed instructions are available for creating a new database in the Client Server Administration and Management Studio documentation.

After the database is created run the latest **SQLMODEL.sql** script from **UPDATECS.exe** against the new database for next year to create the table structure. Both the current year database and the next year database need to be on the **SAME** version of AeriesCS. Sign into **AdminCS** in order to apply all new updates for both the current year database **AND** the new year database.

NOTE: It is suggested that last year's roles be changed to **READ** only in SQL Server Management Studio to ensure **NO** changes or additions can be made to the database. Special circumstances must be taken into consideration, for example Special Ed users may need to finish updating last year's database for their June CASEMIS submission.

You also want to consider changing the new year database to **READ** only after updating with the data from last year. If any data gets added or changed to a particular table there will be issues rolling over any data from last year. For example, if Special Ed updates data at the end of the year in the CSE table and data has already been updated in the CSE table for the new year database you cannot roll over the CSE table from last year.

PRE-ROLL AUDIT REPORT

Prior to beginning the Rollover process the **Pre-Roll Audit report MUST** be generated in the current year database. This report should be used to locate errors in student records that could have potential rollover issues.

Refer to the following document for more information: [Pre Rollover Audit Listing.pdf](#)

From the **New Year Cycle** click the mouse on the **Print Pre-Roll Audit Report**. The following selection box will display. Select the report options that you would like to use and click the mouse on the **OK** button.

The following report will be generated. This report can be used to locate errors in student records with potential rollover issues.

Eagle Flight School												
06/09/2015			Pre-Rollover Audit Listing								01:19:11 PM	
2014-2015											Page 150	
Sch	Stu#	ID Number	Student Name	Status	Prog	Grd	NxtGrd	NxtSch	Enter Date	Leave Date	Field	Error
996	000652	0010100001	Aadasian, Ruben P.	S		1	2	0	08/04/2014		NS: 0	Next School is zero.
996	000002	0099300002	Abbott, Alice A.			8	9	0	09/16/2014		TG: ''	Student is active at multiple regular session schools.
996	000002	0099300002	Abbott, Alice A.			8	9	0	09/02/2014		NS: 0	Next School is zero.

DEFINE STUDENT TABLE RELATIONSHIPS

Within **Aeries Client Server** there are a large number of tables that are Student Related. Most tables are student related by **School Number (SC)** and **Student Number (SN)** and are unique for an individual instance of a student/STU record. But some tables are **Permanent ID (ID)** based and are consistent across all instances of a student, such as the **Special Ed (CSE)** and **Language Assessment (LAC)** tables.

Define Student Table Relationships

2015-2016 Eagle Unified School District 6/9/2015

Student Related Tables that have unique data for each school-site (SC, SN)

Student Related Tables that have unique data for the entire district (ID)

Eagle Software highly recommends making ALL tables ID-Based.

Pull Student Table Relationships from Last Year

☐ Summarize Changes

Apply Changes and Close Form

Cancel

* Locked Table - This table already has data in it and can not be modified

Make All Tables SC, SN-Based Make All Tables ID-Based

By default, most tables are related to STU based on School Code and Student Number. But if the district chooses, the relationship of the **Student Related Tables** can be changed over very easily to **Permanent ID (ID)** based, as long as the tables they want to be changed currently do not contain any data. **Eagle Software highly recommends making all tables ID-based.**

It is required that this process be performed immediately in the **NEW YEAR DATABASE** and does not contain any data.

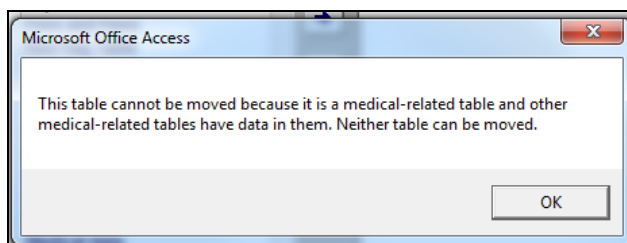
NOTE: ID based tables cannot be converted back to SC/SN based tables.

If this process is being performed after student data has already been rolled over from last year, steps can be taken to convert a table over to ID based if no data has been changed in the new year database table.

Sort the records in the table by date time stamp (XXX.DTS) in descending order. If **NO** changes have been made to this table since the data was rolled over, the data can be deleted using SQL Studio Management Studio. You **MUST** also run the Force New Cache. The table can then be converted over to ID based and updated again with last year's data using the Aeries forms.

The **Define Student Table Relationships** form is available in the **AdminCS** application and will allow you to select any student related table that does not contain data and convert them over from SC, SN to ID based. One exception is that **ALL** Medical tables **MUST** be changed to ID based at the same time and **NONE** of these tables can contain any data. These tables include **MED, MHS, IMM, DNT, HRN, HWO, MII, MLG, MLM, MNO, SCO and VSN**.

For example, if the **DNT Dental** table has been selected. The following message displays. This is because other medical tables such as **HWO Height Weight Other** contain data. Those tables display an asterisk (*) next to the table name.

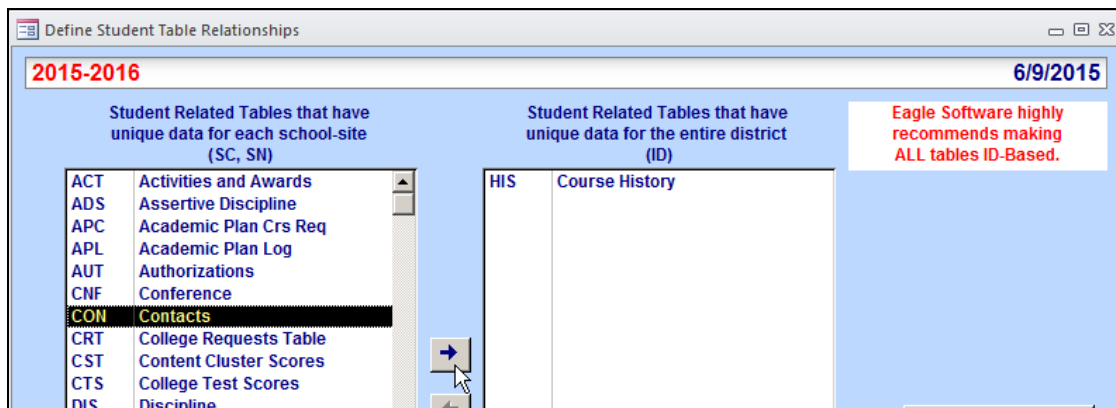


If the **DNT Dental** table was selected and **ALL** other remaining medical tables did not contain data all tables would automatically be selected.

The left side of the **Define Student Table Relationships** form displays the **Student Related Tables** that are **School Number (SC)** and **Student Number (SN)** based.

The **Student Related Tables** listed on the right side of the form are **Permanent ID (ID)** based. Asterisks to the right of the table names indicates that these tables currently have data stored within them and cannot have their relationship with **STU** changed.

To select a table to be changed to ID based, click the mouse on a **Student Related Table** and it will be hi-lighted. The arrow in the middle of the form will change to dark blue. Click the mouse on the arrow and the table selected will now display on the right side of the form. Select all tables to be converted.



The **Make All Tables SC, SN-based** or **Make All Tables ID-Based** buttons can also be used to move the all tables to the **(SC, SN)** or **(ID)** side of the form.

The **Pull Student Table Relationships from Last Year** button will pull the tables to the appropriate side of the form based on last year's set up.

The screenshot shows a software interface with a list of tables on the left and a button on the right. The list of tables includes: CRT (College Requests Table), CST (Content Cluster Scores), CTS (College Test Scores), DIS (Discipline), DNT (Dental), DSP (Dispositions), EXP (Expulsions), and FEE (Fees and Fines). The button on the right is labeled 'Pull Student Table Relationships from Last Year' and has an arrow pointing to it from the text above.

The **Summarize Changes** option will display a list of the changes made when clicking on the **Apply Changes and Close Form** button.

The screenshot shows a software interface with a list of tables on the left and a button on the right. The list of tables includes: HRN (Hearing), HSE (Healthy Start Events), HWO (Height Weight Other), and IMM (Immunizations). The button on the right is labeled 'Summarize Changes' and has a checkmark next to it. Below the button are two other buttons: 'Apply Changes and Close Form' and 'Cancel'. At the bottom of the form are two buttons: 'Make All Tables SC, SN-Based' and 'Make All Tables ID-Based'. A message at the bottom states: '* Locked Table - This table already has data in it and can not be modified'.

After all tables have been selected click the mouse on the **Apply Changes and Close Form** button at the bottom of the form. All tables selected will be changed over to **Permanent ID (ID)** based.

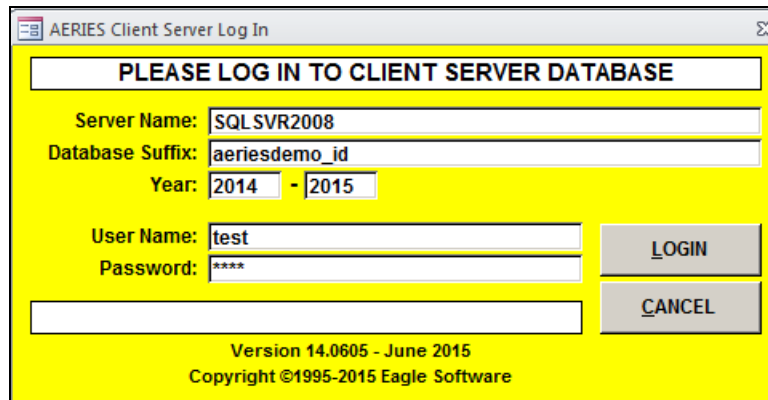
COPY AERIES TABLES FROM LAST YEAR

The first step in copying over the **Aeries Tables from Last Year** is to copy over all of the regular schools first (no summer schools, specialty schools and inactive school). From the **New Year Cycle** click the mouse on **Copy Aeries Tables**.

The screenshot shows a window titled 'New Year Cycle'. It contains a list of steps: 1. Print Pre-Rollover Audit Listing, 2. Define Student Table Relationships (SC/SN or ID), 3. Run Copy Aeries Tables for All "Regular" Schools, 4. Run Copy Aeries Tables for All "Special" Schools, and 5. Run Copy Aeries Tables for the "Inactive" School. The 'Copy Aeries Tables' button is highlighted. Below the list of steps, there is a message: 'Please ensure upon rollover completion that any data changed in last year is updated in both years'. At the bottom, there is a note: 'Copy Aeries Tables for all "Regular" schools before copying "Special" and "Inactive" schools. Copy All Control Tables (LOC, TCH, CRS, Code_Misc.) and IDN when you copy "Regular" schools. Only copy "STU" and "STU-related" when copying "Special" and "Inactive" schools.'

REMINDER: All administrative processes should be run from the server to decrease the processing time.

A **Login** form will display that will access **last years** database. Take note to the **Year** field, which defaults to the previous year and is locked. Verify the server and database are correct and make any changes if needed. Enter the user **Password** and click the mouse on the **Login** button.



AERIES Client Server Log In

PLEASE LOG IN TO CLIENT SERVER DATABASE

Server Name: SQL SVR2008

Database Suffix: aeriesdemo_id

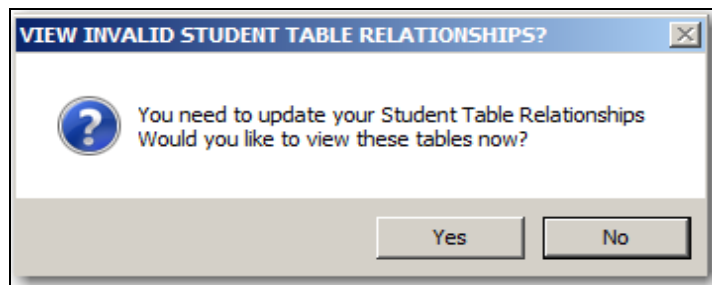
Year: 2014 - 2015

User Name: test

Password: ****

Version 14.0605 - June 2015
Copyright ©1995-2015 Eagle Software

After logging on you may get the following dialog box if you did NOT update your Student Table Relationships. You must go back to the **Define Student Table Relationships** form to define your tables.

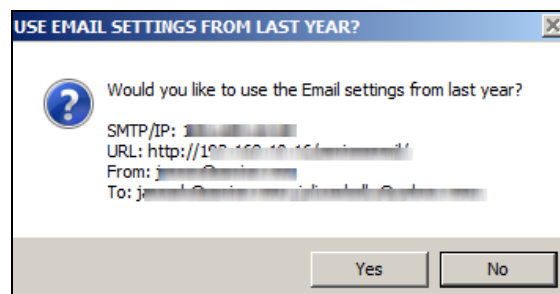


VIEW INVALID STUDENT TABLE RELATIONSHIPS?

?

You need to update your Student Table Relationships
Would you like to view these tables now?

If email settings were configured last year the following message will display. Select **Yes** to use the settings from the previous year. Select **No** to configure on the **Copy Aeries Tables** form.



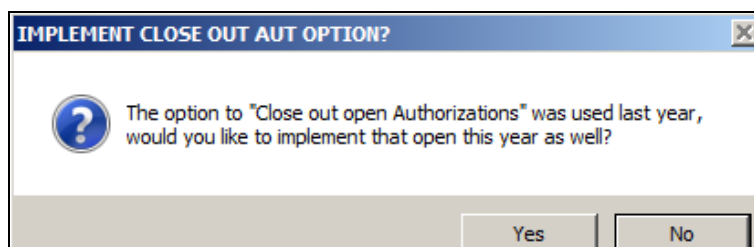
USE EMAIL SETTINGS FROM LAST YEAR?

?

Would you like to use the Email settings from last year?

SMTP/IP: [redacted]
URL: http://192.168.10.10/...
From: [redacted]
To: [redacted]

The following message will display if the option to **Close Out Open Authorizations** was selected the previous year. If **Yes** is selected, a date field will display to enter the close date.



IMPLEMENT CLOSE OUT AUT OPTION?

?

The option to "Close out open Authorizations" was used last year,
would you like to implement that open this year as well?

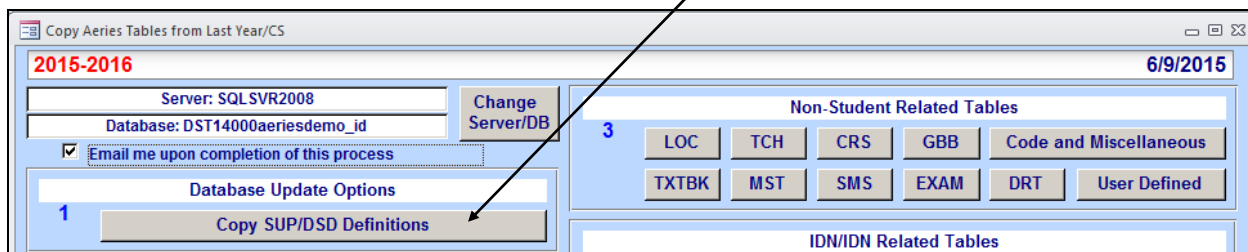
The **Copy Aeries Tables From Last Year/CS** form will display. Verify that the correct server and database from last year displays in the left hand corner. To change the server or database, click the mouse on the **Change Server/DB** button and the **Login** form will re-display.

An option is available to **“Email me upon completion of this process”**. When selected, the following form will display.

Enter the appropriate information and click on the mouse on the **OK** button. An email will be generated upon completion of the process.

STEP 1

The numbers **1 – 6** display on this form. These numbers indicate the procedural order that the data **must** be copied. Click the mouse on the **Copy SUP/DSD Definitions** button. This will copy the Supplemental and District Supplemental Data table definitions.



STEP 2

The **Select Schools to Copy (if not All)** option is available to select only certain schools data to be copied over to the new year database instead of all schools.

It is important that in the New Years database, on the FIRST run, only copy last year's regular session schools, excluding summer schools, certain specialty schools and the inactive school. Only the regular session schools roll together.

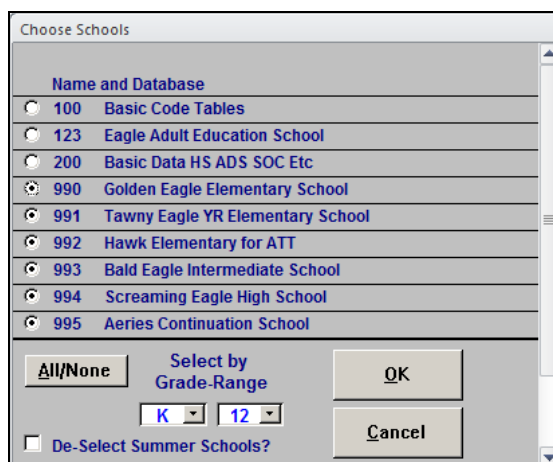
NOTE: This process will most likely be run two or more times based on how many schools adhere to the Student Update Options selected.

It is important that in the new year database, on the FIRST run, only copy last year's regular schools, excluding summer schools, certain specialty schools or the inactive school. Only the regular schools roll together.

Click the mouse on the **Select Schools to Copy** button. A form will display to allow you to choose schools. Select the regular schools to be copied into the new database.

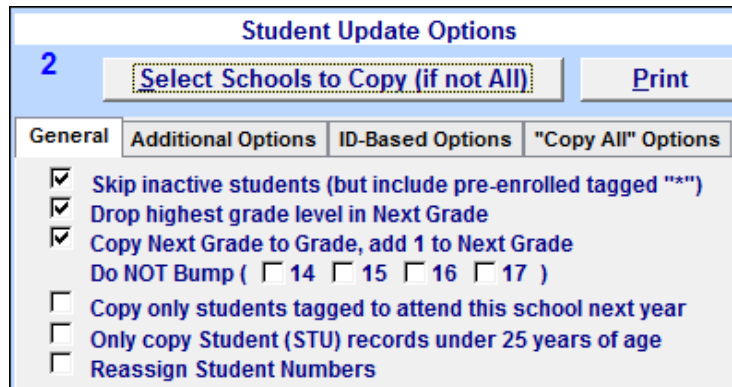
Use the **Select by Grade-Range** to select schools based on the **School Options Grade Ranges (LOC.LO and LOC.HI)**. The **De-Select Summer Schools** option will deselect schools with the **School Options** field of **Session Type (LOC.U)** set to Summer. Click the mouse on the **OK** button after the schools are selected.

Specialty Schools and Inactive Schools will be copied over at a later time. Click the mouse on **OK**.



NOTE: This process will still copy over ALL control tables for ALL schools, for example, the CODE table.

Before copying over any of the tables in Step 3 – 5 verify that the options on the **General Options**, **Additional Options**, **ID-Based Options** and **“Copy All” Options** tabs have been selected correctly.

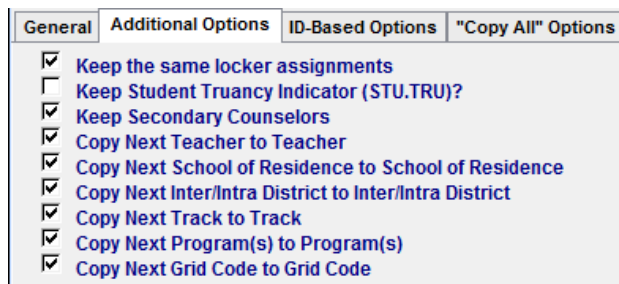


General Options

- ◆ **Skip Inactive students (but include pre-enrolled tagged *)** will bypass all inactive students unless flagged with an asterisk (*) in the status (TG) field.
- ◆ **Drop highest grade level in Next Grade** will drop the highest grade level students and not copy them over to the database.
- ◆ **Copy Next Grade to Grade, add 1 to Next Grade.** Will copy the Next Grade field from last year into the Grade field for the new year. It will also copy over the Next Grade field and increase it by one. When selected the following options will display:
Do NOT Bump (_14 _15 _16 _17) when grade is checked, will not increase the Grade
- ◆ **Copy Only Students Tagged To Attend This School Next Year.** This option will copy only students tagged to attend this school next year and limit the students rolled
- ◆ **Only copy Student (STU) records under 25 years of age.** This option will skip students over 25 years of age.
- ◆ **Reassign Student Numbers.** Will re-assign all students with a new Student Number. The starting number will default to 1 but can be changed.

Additional Options

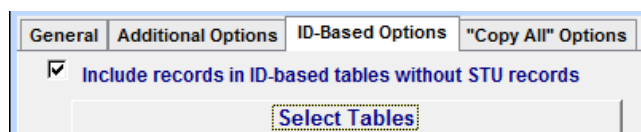
After the **General Options** have been reviewed and selected, click the mouse on the **Additional Options** tab. Review and select the appropriate options.



- ◆ **Keep the same locker assignments** will leave the locker number the same as the current year if previously assigned.
- ◆ **Keep Student Truancy Indicator (STU.TRU)?** Values in the STU.TRU field will be kept. Defaults to Off
- ◆ **Keep Secondary Counselors (STU.CU)**
- ◆ **Copy Next Teacher to Teacher.** Will copy over the Next Teacher field (STU.NT) from last year into the CU field.
- ◆ **Copy Next School of Residence to School of Residence.** Will copy over the Next Residence School field (STU.NRS) from last year into the Residence School field (STU.RS).
- ◆ **Copy Next Inter/Intra District to Inter/Intra District.** Will copy over the Next Inter/Intra District field (STU.NIT/STU.NTD) from last year into the IT/ITD field.
- ◆ **Copy Next Track to Track.** Will copy over the Next Track field (STU.NTR) from last year into the Track (STU.TR) field.
- ◆ **Copy Next Program(s) to Program(s).** Will copy over the Next Program fields (STU.NSP/STU.NP1/STU.NP2) from last year into the Program fields (STU.SP/STU.AP1/STU.AP2)
- ◆ **Copy Next Grid Code to Grid Code.** Will copy over any non-blank Next Grid Code field (STU.NGC) from last year into the Grid Code field (STU.GC).

ID-Based Options

The **ID-Based Options** tab displays the option **Include records in ID-Based tables without STU records**. This option allows user to select ID-Based tables that can be copied regardless of whether a STU record exists. When the options is selected a **Select Tables** button displays.



Click the mouse on the **Select Tables** button and the following form will display. Use the **All/None** buttons to select the tables to copy. Click the mouse on the **OK** button. In the example below, the **ADS** and **AUT** tables are selected. The data from these 2 tables will be copied for all students and can be used for longitudinal analysis.

Table Code	Table Name	All	None
ACT	Activities and Awards	<input type="radio"/>	<input type="radio"/>
ADS	Assertive Discipline	<input checked="" type="radio"/>	<input type="radio"/>
APC	Academic Plan Crs Req	<input type="radio"/>	<input type="radio"/>

“Copy All” Options

The **Copy All Options** tab displays additional options available for certain tables.

General	Additional Options	ID-Based Options	"Copy All" Options
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Copy only outstanding Fees (deselect for ALL records)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Close out open Authorizations - 06/15/2015
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Clear existing District Resource Assignments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Clear existing Textbook assignments (Stu#, Tch#, Section)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Increment credit requirements in Graduation Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Copy next year's schools to current year in Streets
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Only copy the latest set of Gradebook Backups
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bypass MST
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bypass MED
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bypass ATN
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Bypass TFL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Bypass SFL

- ◆ **Copy Only Outstanding Fees** will only copy the outstanding Fee records from last year's database. Not selecting this option will copy all Fee Records
- ◆ **Close out open Authorizations** will enter a date into the Authorizations End Date (AUT.EED). When this option is selected a message box will come up to enter a close date for the Authorization records.
- ◆ **Clear existing district resource assignments** will clear the data from the DRA table. Not selecting this option will copy over all of the data in the DRA table.
- ◆ **Clear existing textbook assignments** will clear the data in the TBC table. Not selecting this option will copy over the data in the TBC table.
- ◆ **Increment credit requirements in graduation requirements.** This option will display if the Graduation Requirements table contains a **Subject Area** code with different credit requirements values for the grade levels. If this option is selected the credit requirements will be incremented.
- ◆ **Copy next year's schools to current year in streets.** This option will display if the Next School (STR.N#) fields are different than the School fields (STR.G#) in the Street table. Selecting this option will copy the Street Next School field into the Street School field.

- ◆ **Only copy the latest set of Gradebook Backups.** When selected, this option will copy the most recent backup of each gradebook number in the GBB table.
- ◆ **Bypass Options** (option will be grayed out if no records exist in the table):
 - **Bypass MST** will not copy the Master Schedule (MST) records from last year
 - **Bypass MED** will not copy the Medical (MED) records from last year
 - **Bypass ATN** will not copy the Attendance Notes (ATN) records from last year
 - **Bypass TFL** will not copy the Teacher Briefcase Files (TFL) records from last year
 - **Bypass SFL** will not copy the Student Backpack Files (SFL) records from last year

STEP 2 Print

The **Print** button will print a report that includes all the options and schools selected. The following report will be generated.

6/9/2015 1:48:31 PM			
2015-2016	Copy Aeries Tables Options		
Page 1			
General Options <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Skip inactive students (but include pre-enrolled ^{new}) <input checked="" type="checkbox"/> Drop highest grade level in Next Grade <input checked="" type="checkbox"/> Copy Next Grade to Grade, add 1 to Next Grade Do NOT Bump: 14 15 16 17 <input type="checkbox"/> Copy only students tagged to attend this school <input type="checkbox"/> Only copy Student records under 25 years of age <input type="checkbox"/> Reassign Student Numbers - Starting with <input type="checkbox"/> Inactives Schl - Skip Students Who Returned 	Additional Options <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Keep the same Locker assignments <input checked="" type="checkbox"/> Keep Student Truancy Indicator (STU.TRU)? <input checked="" type="checkbox"/> Keep Secondary Counselors <input checked="" type="checkbox"/> Copy Next Teacher to Teacher <input checked="" type="checkbox"/> Copy Next Resident School to Resident School <input checked="" type="checkbox"/> Copy Next Inter/Intra District to Inter/Intra District <input checked="" type="checkbox"/> Copy Next Track to Track <input checked="" type="checkbox"/> Copy Next Program(s) to Program(s) <input checked="" type="checkbox"/> Copy Next Grid Code to Grid Code 		
ID-Based Options <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include records in ID-based tables without STU records MHS, T ST 			
"Copy All" Options <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Copy only outstanding Fees <input checked="" type="checkbox"/> Close out open Authorizations 06/15/2015 <input checked="" type="checkbox"/> Clear existing District Resource Assignments <input checked="" type="checkbox"/> Clear existing Textbook assignments <input checked="" type="checkbox"/> Increment credit requirements in Graduation Requirement </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Copy next year's schools to current year in Streets <input checked="" type="checkbox"/> Only copy the latest set of Gradebook Backups <input checked="" type="checkbox"/> Bypass MST <input checked="" type="checkbox"/> Bypass MED <input checked="" type="checkbox"/> Bypass ATN <input checked="" type="checkbox"/> Bypass TFL <input type="checkbox"/> Bypass SLF </td> </tr> </table>		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Copy only outstanding Fees <input checked="" type="checkbox"/> Close out open Authorizations 06/15/2015 <input checked="" type="checkbox"/> Clear existing District Resource Assignments <input checked="" type="checkbox"/> Clear existing Textbook assignments <input checked="" type="checkbox"/> Increment credit requirements in Graduation Requirement 	<ul style="list-style-type: none"> <input type="checkbox"/> Copy next year's schools to current year in Streets <input checked="" type="checkbox"/> Only copy the latest set of Gradebook Backups <input checked="" type="checkbox"/> Bypass MST <input checked="" type="checkbox"/> Bypass MED <input checked="" type="checkbox"/> Bypass ATN <input checked="" type="checkbox"/> Bypass TFL <input type="checkbox"/> Bypass SLF
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Copy only outstanding Fees <input checked="" type="checkbox"/> Close out open Authorizations 06/15/2015 <input checked="" type="checkbox"/> Clear existing District Resource Assignments <input checked="" type="checkbox"/> Clear existing Textbook assignments <input checked="" type="checkbox"/> Increment credit requirements in Graduation Requirement 	<ul style="list-style-type: none"> <input type="checkbox"/> Copy next year's schools to current year in Streets <input checked="" type="checkbox"/> Only copy the latest set of Gradebook Backups <input checked="" type="checkbox"/> Bypass MST <input checked="" type="checkbox"/> Bypass MED <input checked="" type="checkbox"/> Bypass ATN <input checked="" type="checkbox"/> Bypass TFL <input type="checkbox"/> Bypass SLF 		
Schools Selected			
Sch	School Name	Sch	School Name
990	Golden Eagle Elementary School		
991	Tawny Eagle YR Elementary School		
992	Hawk Elementary for ATT		
993	Bald Eagle Intermediate School		

Save Selected Options as Default Button

The **Save Selected Options as Default** button will save all selections as default selections the next time this form or **Update Student Data** form is opened.

Student Update Options

2

Select Schools to Copy (if not All) Print

General Additional Options ID-Based Options "Copy All" Options

☒ Skip inactive students (but include pre-enrolled tagged "*")

☒ Drop highest grade level in Next Grade

☒ Copy Next Grade to Grade, add 1 to Next Grade

Do NOT Bump (☒ 14 ☒ 15 ☒ 16 ☒ 17)

☐ Copy only students tagged to attend this school next year

☐ Only copy Student (STU) records under 25 years of age

☐ Reassign Student Numbers

Save Selected Options as Default

After selecting Update options, copy each

STEP 3 - 5

After verifying all **Student Update Options** on the four options tab, there are two selections available for updating the database. Each table can be copied over individually or all tables can be copied over at once. **Take note, if all data is copied over at once using the Copy ALL Data, all warnings will be bypassed.**

Any button displaying dark blue indicates that there is data to be copied over. Any button that is grayed out indicates that there is no data in the table to be copied over. Any table displaying red indicates that there is already data currently in the table for the new year.

Copy Aeries Tables from Last Year/CS

2015-2016 6/9/2015

Server: SQLSVR2008 Database: DST14000aeriesdemo_id Change Server/DB

☒ Email me upon completion of this process

Database Update Options

1 Copy SUP/DSD Definitions

Student Update Options

2 Select Schools to Copy (if not All) Print

General Additional Options ID-Based Options "Copy All" Options

☒ Skip inactive students (but include pre-enrolled tagged "*")

☒ Drop highest grade level in Next Grade

☒ Copy Next Grade to Grade, add 1 to Next Grade

Do NOT Bump (☒ 14 ☒ 15 ☒ 16 ☒ 17)

☐ Copy only students tagged to attend this school next year

☐ Only copy Student (STU) records under 25 years of age

☐ Reassign Student Numbers

Save Selected Options as Default

After selecting Update options, copy each table individually OR select "Copy ALL Data" Warnings will be bypassed!

3 - 5 Copy ALL Data

6 Student & Student Related Tables

Non-Student Related Tables

3 LOC TCH CRS GBB Code and Miscellaneous

TXTBK MST SMS EXAM DRT User Defined

IDN/IDN Related Tables

4 IDN ENR LAC FRE CSE DSD GATE ODE

SGM AHS DAQ CTE PIC DOC SLD PRI

RFI ADH SFL

Student/Student Related Tables

5 STU Copy ALL Student Related Tables Shown Below

SUP SSD DISC VIS CNF HLTH HIS TST

FEE CON CTS SSS INV RET SAP SPP

HSE LTL WEB ACT AUT PGM RAL RJN

WPT CRT SBH SCP ATN APC PFT FLG

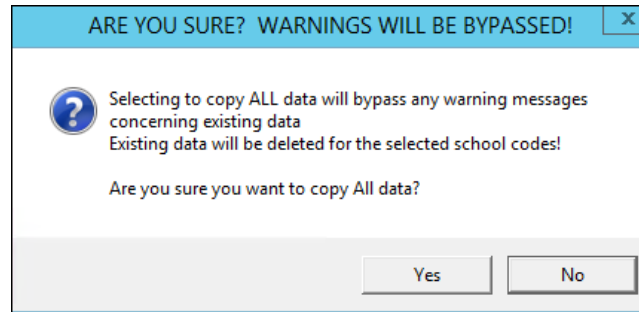
GRG ECA DCL BIL User Defined (student related)

Security Rollover

6 USR Aeries.NET Security SQL Security EXIT

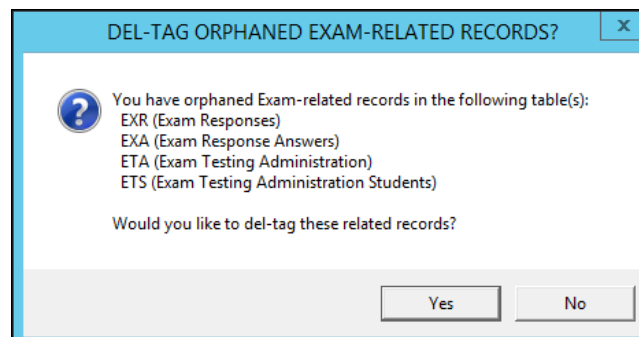
To copy over each table individually click the mouse on each blue button starting in **Step 3 Non-Student Related Tables** and the data will copy over for the table selected. A message will display when copy is complete and the button will now display **green**. To complete the update each button **must** be individually selected in order through **Steps 3 – 5** starting with the **LOC** table in **Step 3**.

To copy over all data instead of each table individually, click the mouse on the **Copy ALL Data** button on the right hand side in the **Step 3-5** section. The following message will display indicating that **ALL Warning Messages will be bypassed**. To continue click the mouse on the **Yes** button.



The following messages may display if applicable.

- ◆ **DEL-TAG ORPHANED EXAM RESULTS?** You have orphaned Exam Results records in the EXR table due to delete tagged Exam (EXM) records. Would you like to del-tag these EXR records? Select **Yes** to delete tag the orphaned EXR records and continue. If **No** is selected the following message will display:



Below are queries to run to evaluate the orphaned records.

--EXR records with deleted EXM

```
Select EXR.*, EXM.* FROM EXR RIGHT JOIN EXM ON
EXM.EID=EXR.EID
Where (EXM.DEL=1 AND EXR.DEL=0) OR EXM.EID Is Null
```

--EXA records with deleted EXR

```
Select EXA.*, EXR.* FROM EXA RIGHT JOIN EXR ON EXR.ID=EXA.ID
AND EXR.EID=EXA.EID AND EXR.SQ=EXA.SQ
Where (EXR.DEL=1 AND EXA.DEL=0) OR EXR.ID Is Null
```

```
--ETA records with deleted EXM
Select ETA.*, EXM.* FROM ETA RIGHT JOIN EXM ON
ETA.EID=EXM.EID
Where (EXM.DEL=1 AND ETA.DEL=0) OR EXM.EID Is Null

--ETS records with deleted EXM
Select ETS.*, EXM.* FROM ETS RIGHT JOIN EXM ON
ETS.EID=EXM.EID
Where (EXM.DEL=1 AND ETS.DEL=0) OR EXM.DEL Is Null
```

The tables will begin to copy over and a progress bar will display for each table processed. Each table will change to green when complete. After all tables have copied over and have updated the database a message will display. Click the mouse on the **OK** button.

A listing will also display of all tables copied over and tables that could not be copied over.

usysMSG			
when	tbl	msg	
6/09/2015 13:56:03	Silent	LOC table copied	
6/09/2015 13:56:03	Silent	TCH table copied	
6/09/2015 13:56:04	Silent	STF table copied	
6/09/2015 13:56:04	Silent	STA table copied	

From **View All Reports** select and print the **Print Table Record Counts/CS** report. Compare and confirm your numbers to the report printed from last years database. Verify that there are no tables missing large amounts of data.

In SQL Server Management Studio you may want to review and change any roles in the new database to READ only if needed. For example you may not have rolled your Special Ed (CSE) data due to summer reporting deadlines and you DO NOT want any changes made to the new year database.

Repeat Step 2 for any schools with **DIFFERENT Student Update Options** including your Specialty Schools. Select the schools and the appropriate options.

NOTE: Do not run **Step 3-5 Copy ALL Data, Step 3 or Step 4.** START the different **Student Update Options** schools at **Step 5** with **STU**, then **Copy ALL Student Related Tables Shown Below.** DO NOT run **Step 4 – IDN/IDN Related Tables.**

SPECIALTY STUDENTS

The following steps are for Specialty Students in schools that do not rollover to new grade levels.

To update Specialty Students from last year, Select the schools, de-select **Copy Next Grade to Grade**, add 1 to **Next Grade in Section 2.** Then either click on the **5 – Student & Student Related Tables** button, or in **Step 5** on the right side of the form click the mouse on the **STU** button to copy over the **STU** table and click the mouse on the **Copy All Student Related Tables** button.

SKIP INACTIVE STUDENTS WHO RETURNED LAST YEAR

The following steps are used to filter students who returned last year from the Inactive School but are still in that database. This will also analyze last year's SQL database and skip a student from the school(s) currently being processed if that student exists anywhere else in the database.

To update Inactive Students from last year, click the mouse on **Select Schools to Copy** in **Step 2**. Select only the **Inactive School**.

De-select **ALL** options in **Step 2 General Options** tab. Click the mouse on the **Inactives Schl – Skip Students Who Returned Last Year** option that now displays.

Student Update Options

2 **Select Schools to Copy (if not All)** **Print**

General Additional Options ID-Based Options "Copy All" Options

- ☐ Skip inactive students (but include pre-enrolled tagged "s")
- ☐ Drop highest grade level in Next Grade
- ☐ Copy Next Grade to Grade, add 1 to Next Grade
- ☐ Copy only students tagged to attend this school next year
- ☐ Only copy Student (STU) records under 25 years of age
- ☐ Reassign Student Numbers
- ☒ Inactives Schl - Skip Students Who Returned Last Year

Then either click on the **5 – Student & Student Related Tables** button,

5 Student & Student Related Tables

or in **Step 5** on the right side of the form click the mouse on the **STU** button and click the mouse on the **Copy ALL Student Related Tables Shown Below** button.

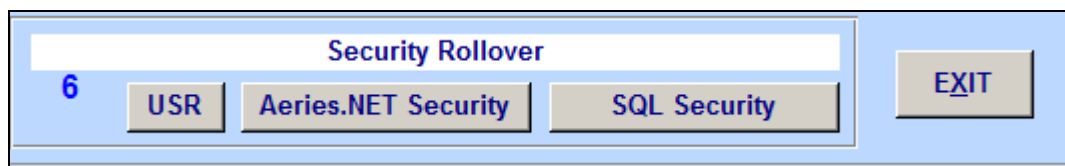
Student/Student Related Tables

5 **STU** **Copy ALL Student Related Tables Shown Below**

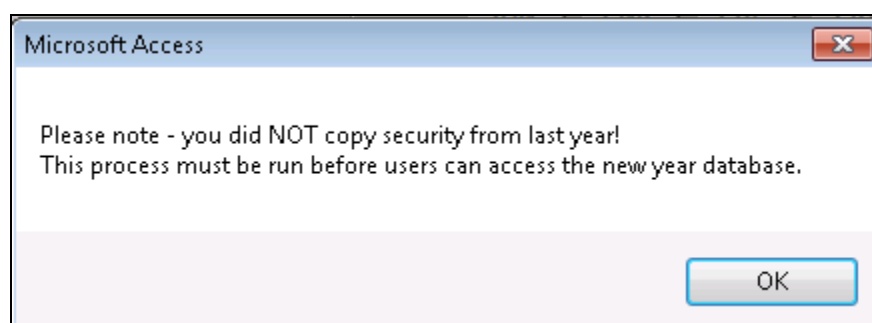
SUP	SSD	DISC	VIS	CNF	HLTH	HIS	TST
FEE	CON	CTS	SSS	INV	RET	SAP	SPP
HSE	LTL	WEB	ACT	AUT	PGM	RAL	RJN
WPT	CRT	SBH	SCP	ATN	APC	PFT	FLG
GRG	ECA	DCL	BIL	User Defined (student related)			

STEP 6

Click the mouse on the **USR** button to copy the **Client Server User School Permissions** table. The **Aeries.NET Security** button will copy the Aeries.NET tables of **TPN, TPP, UGA, UGN** and **UGP**. Click the mouse on the **SQL Security** button. The program will begin to copy over the security data that was setup in the previous year's SQL Server database.



If the **Copy Security from Last Year** button is not run when clicking the mouse on the **Exit** button the following message will display. It is recommended that the process is completed for all schools before the **Copy Security from Last Year** button is run to prevent users from accessing the new database.



VERIFY NEW DATABASE

Once the new year database has been created it is suggested that the data be verified to ensure that it copied over correctly. Run the report **Print Table Record Counts** and compare to last year.

- Verify the number of students that were copied over from last year are the same in the new **Student Data** table. **NOTE:** The **Student Data** table record counts will not include graduating and matriculating students that are not pre-enrolled in the new school. The **Update Student Data** process must be run for matriculation, specifically if student's are tagged to attend a different school, but not pre-enrolled in the new school.
- Verify that the pre-enrolled students copied over and no longer have an "*" in the **STU.TG** field.
- Make any necessary changes for the new school year to the tables that are district owned such as the code table, course data, etc.
- Verify the **School Options** form for each school to ensure all settings and information is correct. Update any school info as needed. Check the start Permanent ID in the District database.

- Verify some of the students **Grade** has increased from the previous year.
- If student numbers were reassigned verify some of the student's new student number is changed in all records, such as IMM, HIS, etc.
- Verify that the students **Next Grade** has increased by one from the grade field.
- Verify some of the students **Teacher** field matches the **Next Teacher** field from the previous year.
- Verify some of the students **Track** field matches the **Next Track** field from the previous year.
- Verify some of the students **Program** fields match the **Next Program** fields from the previous year.
- REMEMBER - Prior to the beginning of the school year a new year calendar **must** be created.

VERIFY FLAGS ARE SET TO ENFORCE RULES

At the bottom of the **Schools Options** form in the District Database, flags are available that will set the rules to control certain operations performed by the school sites. In order for the flags to be setup for the rule described, these **flags** must be 'turned on' for **School Code 0**. Verify that these flags are set correctly. Update the flags if needed.

SETUP NEW SCHOOL SITES

If not already done in the prior year database before beginning rollover, for new schools add each **School Code** and **ALL** current information for the schools that will have data stored within the District Database. **DO NOT enter a Permanent ID # for any school.**

UPDATE STUDENT DATA

If the New Year database was created prior to all student information being updated for the current year, such as grades, special education, language assessment, etc. the New Year's database **MUST** be updated at the end of the school year with any student changes made to the current year database. From the **New Year Cycle** form click the mouse on the **Update Student Data** button.

Documentation **CS Update Student Data** is available on the web site for these procedures.

Update Student Data	6. Run Update Student Data for All Schools. Update Student/Student-Related Data and Move Graduating Students to their Next School
Print Missing Students	7. Print Missing Students report. Print Students in Last Year's Database who are Not in the Current Database
Copy Inactives	8. Run Copy Inactives from All Schools. Copy Inactive Students from All Schools in the District into your Inactive School.
Scheduled Processes	9. Update Scheduled Processes. Update Scheduled Processes in the Aeries Reporting Database for Next Year.
Exit	

NOTE: This process takes a considerable amount of time to run in Client Server and should be run at the end of the day. This will ensure that no one is updating the current year database and will also decrease process time.

The following message will display. If a backup has been created of the New Year database click the mouse on the **OK** button. If not, it is suggested that a copy be made of the database before proceeding with this process.

CREATE BACKUP BEFORE PROCEEDING

Please ensure you have created a backup before proceeding

OK

Cancel

A **Login** form will display that will access **last year's** database. Take note to the **Year** field, which defaults to the previous year and is locked. Verify the server and database are correct and make any changes if needed. Enter the user **Password** and click the mouse on the **Login** button. The following form will display.

General Options

Click the mouse on the **Select Schools to Copy FROM (if not All)** button on the **General Options** tab.

Update Student Data from Last Year

2015-2016 Eagle Unified School District 6/9/2015

CONNECTED TO LAST YEAR'S DATABASE

Server Name: SQLSVR2008
Database Suffix: aeriesdemo_id
School Year: 14

☒ Email me upon completion of this process

General Options | Update Options | Add Options

These options apply to all students

Select Schools to Copy FROM (if not All)

Select Schools to Copy TO (if not All)

☐ Limit Process by Range of Student IDs
☐ Match on Old Permanent ID?
☒ Update Student Data
☒ Add active students not already in this school?
☒ Add pre-enrolled students not already in this school?

The options below default based on Copy Aeries Tables

☒ Copy only outstanding Fees (deselect for ALL records)
☒ Close out open Authorizations - 06/01/2015
☒ Do Not copy student Medical Log records (MED)
☒ Do Not copy student Attendance Notes (ATN)
☐ Do Not copy student Backpack Files (SFL)

Update Student Related Data

Tables NOT Copied

Tables Copied

ACT	Activities and Awards
ADH	Address History
ADS	Assertive Discipline
AHD	Attendance Hist Details
AHS	Attendance Hist Summary
APC	Academic Plan Crs Req
APL	Academic Plan Log
ATN	Attendance Notes
AUT	Authorizations
CER	College Entrance Reqs
CNF	Conference
CON	Contacts
CRT	College Requests Table
CSA	Special Ed Alt Assess
CSD	Special Ed Services
CSE	Calif Spec Education
CSI	Special Ed Infant Data
CSS	Special Ed Suspensions
CST	Content Cluster Scores
CSV	Special Ed Services
CTE	Career Tech Education
CTS	College Test Scores
DAO	Dst Analysis Qualif

☐ other Aeries or user defined tables...

Select the regular schools to be updated into the new database if not all. Verify the **Select by Grade Range** at the bottom of the form. If incorrect check the Grade Range in both databases. Click the mouse on the **OK** button.

Choose Schools

Please Select Schools to Copy FROM

Name and Database

<input type="radio"/>	100 Basic Code Tables
<input type="radio"/>	200 Basic Data HS ADS SOC Etc
<input checked="" type="radio"/>	990 Golden Eagle Elementary School
<input checked="" type="radio"/>	991 Tawny Eagle YR Elementary School
<input checked="" type="radio"/>	992 Hawk Elementary for ATT
<input checked="" type="radio"/>	993 Bald Eagle Intermediate School
<input checked="" type="radio"/>	994 Screaming Eagle High School
<input checked="" type="radio"/>	995 Aeries Continuation School
<input checked="" type="radio"/>	996 Eagle Flight School

K 12

Click the mouse on the **Select Schools to Copy TO (if not All)** button. Select the regular schools to be updated into the new database if not all. Verify the **Select by Grade Range**. If incorrect check the Grade Range in both databases. Click the mouse on the **OK** button.

Select the appropriate options:

- **Limit Process by Range of Student IDs** - A range of Student Permanent ID numbers can be entered. This option is helpful if the process happens to fail. The Update can be started again by using the following query to determine the last Perm ID number processed.

SELECT TOP 1 ID FROM STU ORDER BY DTS DESC

- **Match on Old Permanent ID**
- **Update Student data**
- **Add active students not already in this school?**
- **Add pre-enrolled students not already in this school?**

The following options will default based on the **Copy Aeries Tables** form:

- **Copy only outstanding Fees (deselect for ALL records)**
- **Close out open Authorizations**
- **Do Not copy student Medical Log records (MED)**
- **Do Not copy student Attendance Notes (ATN)**
- **Do Not copy student Backpack Files (SFL)**

<input type="checkbox"/> Limit Process by Range of Student IDs
<input type="checkbox"/> Match on Old Permanent ID?
<input checked="" type="checkbox"/> Update Student Data
<input checked="" type="checkbox"/> Add active students not already in this school?
<input checked="" type="checkbox"/> Add pre-enrolled students not already in this school?
The options below default based on Copy Aeries Tables
<input checked="" type="checkbox"/> Copy only outstanding Fees (deselect for ALL records)
<input checked="" type="checkbox"/> Close out open Authorizations - 06/01/2015
<input checked="" type="checkbox"/> Do Not copy student Medical Log records (MED)
<input checked="" type="checkbox"/> Do Not copy student Attendance Notes (ATN)
<input type="checkbox"/> Do Not copy student Backpack Files (SFL)

Verify the **Update Options** tab:

General Options	Update Options	Add Options
<p>These options apply only to existing students</p> <p>These options do NOT default based on Copy Aeries Tables</p> <p><input checked="" type="checkbox"/> Do Not update student Locker</p> <p><input checked="" type="checkbox"/> Do Not update student Truancy Indicator</p> <p><input checked="" type="checkbox"/> Do Not update Grade level</p> <p><input checked="" type="checkbox"/> Do Not update Counselor/teacher</p> <p><input checked="" type="checkbox"/> Do Not update School of Residence</p> <p><input checked="" type="checkbox"/> Do Not update Inter/intra District Transfer</p> <p><input checked="" type="checkbox"/> Do Not update Track code</p> <p><input checked="" type="checkbox"/> Do Not update Program code(s)</p> <p><input checked="" type="checkbox"/> Do Not update Grid Code</p> <p><input type="checkbox"/> Do Not update these other fields...</p>		

The **Add Options** tab must also be verified.

General Options	Update Options	Add Options
<p>These options apply to students added by this process</p> <p><input checked="" type="checkbox"/> Change New Students School Mobility to new grade</p> <p><input checked="" type="checkbox"/> Change New Students Enter Date <input type="text" value="08/24/2015"/></p> <p><input checked="" type="checkbox"/> Use Schools Next Year Start Date when populated</p> <p>The options below default based on Copy Aeries Tables</p> <p><input checked="" type="checkbox"/> Copy Next Grade to Grade, add 1 to Next Grade Do NOT Bump (<input checked="" type="checkbox"/> 14 <input checked="" type="checkbox"/> 15 <input checked="" type="checkbox"/> 16 <input checked="" type="checkbox"/> 17)</p> <p><input type="checkbox"/> Only add Student (STU) records under 25 years of age</p> <p><input checked="" type="checkbox"/> Keep the same Locker assignments</p> <p><input checked="" type="checkbox"/> Keep Student Truancy Indicator (STU.TRU)?</p> <p><input checked="" type="checkbox"/> Keep Secondary Counselors</p> <p><input checked="" type="checkbox"/> Copy Next Teacher to Teacher</p> <p><input checked="" type="checkbox"/> Copy Next School of Residence to School of Residence</p> <p><input checked="" type="checkbox"/> Copy Next Inter/Intra District to Inter/Intra District</p> <p><input checked="" type="checkbox"/> Copy Next Track to Track</p> <p><input checked="" type="checkbox"/> Copy Next Program(s) to Program(s)</p> <p><input checked="" type="checkbox"/> Copy Next Grid Code to Grid Code</p>		

Click the mouse either on the **Add All Tables** button to move all existing tables or select the **tables to be updated** and click the mouse on the **arrow** to only move select tables to **Tables Copied**.

CTS	College Test Scores
DAQ	Dst Analysis Qualif
DIS	Discipline

<- Remove All Tables <-> Add All Tables ->

☐ other Aeries or user defined tables...

Note: The student related tables are no longer based on the Tables to Copy (TTC) table because this form requires that ID-based tables be copied as well. Instead, the list includes all TTC tables plus any IDN-related table.

After all tables have been selected and all options verified, click the mouse on the **Update** button. A message will display to **Update Student Data**. Click the mouse on the **Yes** button. The update process will begin and a process bar will display on the screen indicating the student currently being updated in the left hand corner.

When the process is complete a message will display indicating all data was updated. A listing will also display of any student that could not be updated with a brief explanation as well as changes that were made to student data.

VERIFY NEW DATABASE

After the **Update Student Data** process has completed, re-verify the data in the new year database using the checklist outlined on page 20 and 21. Any matriculating students that were not included in the new database prior to running Update Student Data should now be there.

PRINT MISSING STUDENTS REPORT

The **Print Missing Student Report** will compare the new year database to last years database and create a report of all students who are not in the new year database. From the **New Year Cycle** form click the mouse on the **Print Missing Student** button.

A **Login** form will display that will access **last years** database. Take note to the **Year** field, which defaults to the previous year and is locked. Verify the server and database is correct. Enter the user **Password** and click the mouse on the **Login** button.

The following form will display. Select the **Highest Next Grade**, if not grade 12 and select whether or not to **Include Inactive Students**. On the right hand side of the form select the **Schools to Include** in the report. Click the mouse on the **Create Report** button.

Missing Students Report Options

Last Years Database

Highest Next Grade:

Include Inactive Students: ☐

Only Students under 25: ☒

Server Name:

Database Suffix:

School Year:

Schools to Include

Code	School Name	Include
100	Basic Code Tables	No
123	Eagle Adult Education School	No
200	Basic Data HS ADS SOC Etc	Yes
990	Golden Eagle Elementary School	Yes
991	Tawny Eagle YR Elementary Scho	Yes
992	Hawk Elementary for ATT	Yes
993	Bald Eagle Intermediate School	Yes
994	Screaming Eagle High School	Yes
995	Aeries Continuation School	Yes
996	Eagle Flight School	Yes
999	Inactive Students	Yes

The following is an example of the **Missing Students Report**.

06/09/2015 2015-2016		Eagle Unified School District										03:12:09 PM
		Missing Students										Page 1 of 7
		Students In Last Year But Not In This Year										
School	Student	ID Number	Student Name	Birthdate	Age	Next Sch	Last Sch	Grade	Next GR	Enter Dt	Leave Dt	Status
996	000671	0010100010	Allen, Sherry Amber	03/23/2006	9	0	996	3	4	01/04/2010		
996	000676	0010100015	Alvarez, Tiffany Alexandra	06/17/2008	6	999	996	1	2	07/23/2009	05/08/2015	L

COPY INACTIVES

After an Inactive School has been setup, students that are inactive can be rolled over into this school at the end of the school year. This roll over will copy all of the students demographics, history etc. If this student then becomes active at another school this data can be copied over from the Inactive Schools database.

NOTE: Any active student not copied forward into another school or graduated, will copy into the Inactive School. It is important that the Print Missing Student Report is evaluated before running the Copy Inactives Schools form.

Prior to copying inactive students into this database verify that there is a **Teacher 0 (zero) Unassigned** in the Inactive school. If not, add it to the **Teacher** table. From the **New Year Cycle** form click the mouse on the **Copy Inactives** button.

7. Print Missing Students report.
Print Students in Last Year's Database who are Not in the Current Database
Print Missing Students - Last run - 06/09/2015 15:12:09

8. Run Copy Inactives from All Schools.
Copy Inactive Students from All Schools in the District into your Inactive School.

A **Login** form will display that will access **last year's** database. Take note to the **Year** field, which defaults to the previous year and is locked. Verify the server and database are correct and make any changes if needed. Enter the user **Password** and click the mouse on the **Login** button.

The **Copy Inactive Students from all Schools in the District** form will display. Verify that the correct server and database from last year displays at the top of the form. To change the server or database, click the mouse on the **Change Server/DB** button and the **Login** form will re-display.

Copy	Table Code	Student Index Name	Copy Table?
1	SUP	PrimaryKey	Yes
2	ADS	SN	Yes

The top left hand corner will display the **Inactive School Number**. To change this school number hi-light the field and enter the number selected.

All schools within the District will display on the left hand side of the form. Next to the school name is a radio button with a black dot displayed. This indicates the school has been selected to have their inactive students copied over.

Clicking the mouse on the **All/None** button will first de-select **ALL** schools. Clicking the mouse again on the **All/None** button will re-select **ALL** schools. To de-select a school click the mouse on the radio button and the black dot will no longer display.

If particular students with status tags **should not** be copied over click the mouse on the **drop down** arrow below the **Tag** field. Click the mouse on the code selected. Select **ALL** status tags that **should not be included** in the Inactive School database.

Any students that did not copy to another school in the district or graduate, will copy to the Inactive School as an active student. Select a **Status Tag** to tag these students or leave blank.

Copy Order	Table Code	Student Index Name
63	X	SN

The right hand side of the form **Tables That Will Be Copied** displays tables that default to be copied to the database. A **YES** will display under the **Copy Table** field for each table.

To de-select a table **double click** on the **Table Code**. The **Copy Table** field will now display **NO** and the table selected will not be copied over to the database. Student data can also be copied over from tables not listed by adding the table.

To add a table, type the table name in the **Table Code** field and press **Tab**. Type the field name containing the student number in the **Student Index Name** field. Click the mouse on the **Add** button. The table will be added to the end of the table list.

Please note - any active student not copied forward into another school will copy into the inactive school with the selected Status Tag. Please ensure you print out and evaluate the Missing Students report before continuing...	Update Status Tag of any active student not copied elsewhere with:	Add your own tables to the list of tables to be copied			
	<input type="text"/>	Copy Order 63	Table Code X	Student Index Name SN	
	<input type="button" value="Add"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>	<input type="button" value="eXit"/>	

Any table manually added can also be removed. To delete a table that has been manually added click the mouse on the table displayed under **Tables That Will Be Copied**. Click the mouse on the **Delete** button. The list will no longer display the table name.

REMEMBER: Only tables that have been manually added can be deleted.

After all selections are complete click the mouse on the **Copy** button and the copy process will begin. When the process is complete the inactive students will display in the **Students** form for the **Inactive School**. These students will display with the current status **Tag** and a border around the outside edge.

Students									
2015-2016 Inactive Students 6/9/2015									
Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Links									
Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
000004	Amaya	Monique	Jennifer		099000022	F	2	4/20/2007	8
Parent/Guardian		Area/Telephone	Primary Contact 1	Primary Contact 2	Name/Addr Ver Verified Status				
M/M A Amaya		(777) 555-1553			08/28/2013 <input type="checkbox"/> <input type="checkbox"/> <input type="button" value="I"/>				
Residence and Mailing Address				GridCd	Interdist xfer / District		Leave Date		

UPDATE SCHEDULED PROCESSES

The **Update Scheduled Processes** button will update the database year for the scheduled processes (i.e., Progress Report Email, Early Warning Update) that are run through the **Aeries Reporting Database**. This should not be done until the current school year is complete and the new school year is in effect.

From the **New Year Cycle** form click the mouse on the **Scheduled Processes** button.

Scheduled Processes	9. Update Scheduled Processes.
Update Scheduled Processes in the Aeries Reporting Database for Next Year.	
<input type="button" value="Exit"/>	

A **Login** form will display that will access the **Aeries Reporting** database. Verify the server and database are correct and make any changes if needed. Enter the user **Password** and click the mouse on the **Login** button.

Update Scheduled Processes

This will update Scheduled Processes to run against your new 2015-16 database instead of last year's database. Do not run this process until your school year is complete!

PLEASE LOG IN TO AERIES REPORTING DATABASE

Server Name: SQLSVR2008

Database Name: AeriesReporting

User Name: test

Password: ****

LOGIN

The following processes can be updated:

ProgressReportEmail

EarlyWarningUpdate

Update Year

CANCEL

After logging in the screen will turn green and the processes that will be updated will be listed. Click on the **Update Year** button to update the database year field in the Scheduled Processes table.

LOGIN SUCCESSFUL

The following process will be updated:

ProgressReportEmail

Update Year

CANCEL

NOTE: the Scheduled Processes should not be updated until the school year is complete and the new school year is being used.

SECURITY FOR LAST YEAR'S DATABASE

Once the new year database has been created and **AFTER** all student data has been updated, it is crucial that the current year's database be changed to **READ** only. This will prevent users from adding information to what is now the previous year's database.