**A – Overview of Aeries**

* Expanding/collapsing nodes and branches
* Searching for students
* Filter for Pages/Reports
* Favorites – customize frequently accessed **Pages**/**Reports**
* Highlight State Reporting Fields
* Attendance information located on:
	+ **Home** page
	+ **Attendance Dashboard**
	+ **Profile** page
	+ **YTD Attendance Totals**
	+ **Attendance** page
		- **Red Flag** - initial and date entries
* **Attendance Process Dashboard**
	+ Order of operations
	+ Hyperlinks to **Pages** and **Reports**

**B – Verify/Review School Setup for Attendance Accounting**

**Node: School Info | School Options**

* **School Options** – defines key configurations in database
* Attendance Setup for Elementary or Elem w/MST
	+ **Att Type** – Daily
	+ **Att Reporting** – Negative
	+ Elementary w/MST must have designated **Attendance Period (LOC.J)**

**Node: School Info | Calendar**

* The **Calendar** defines attendance and non-attendance days
* Use Board approved calendar to add attendance months and designate school holidays, staff development days and minimum days
* Print **Calendar** for reference

**Node: School Info | Terms**

* Build the grading **Terms** for the school year

**Node: Attendance Accounting | Configurations | Update Absence Codes**

* **Absence Code Table** identifies and defines each attendance code used
* District approved
* Map Independent Study Codes
* Print **Absence Code Table** for reference

**C – Bell Schedule for Elementary w/MST**

**Node: School Info | School Options**

* **Bell Schedule** is used to identify student location on the **Classes** page.

**D – Verify/Review Student Programs and Attendance Programs**

**Node: Student Data | Demographics**

* **Student Programs (STU.SP)** determines grouping on Attendance Reports and calculates ADA totals for P1 and P2
* **Attendance Program 1 (STU.AP1)** and **Attendance Program 2 (STU.AP2)** provide additional grouping/filtering

**E – No Show Code**

**Node: School Info | Configurations | No Show Setup**

* **No Show Code** populates *Summer Withdrawal Reason* on **Demographics/ Tab 2**
* **No Show Setup** configured each year to reflect last day of school from prior year
* Using **No Show Code** deletes all attendance and scheduling/course information
* Recommended disabling the **No Show Code** after a few weeks to avoid accidental loss of data
* [No Show Guidelines Chart](https://support.aeries.com/support/solutions/articles/14000050200-no-show-guidelines-chart)

**F – Initialize Attendance**

**Node: Attendance Accounting | Functions | Initialize ATT/CAR**

* Creates an **Attendance** record for each student
* Needs to be performed as close to the first day of school as possible.
* Before initializing attendance, review the **Total Students** column for possible anomalies
* Procedures change after the **Attendance** table has been initialized, use **Update Attendance** in **Student Demographics** to add an **Attendance Enrollment Record** when adding a new student

**G – Attendance History**

**Node: Attendance Accounting | Configurations | Attendance History Config**

* Creates an up-to-date **Attendance History** record for each student
* Provides longitudinal attendance data
* Provides attendance data for CALPADS Student Attendance Summary extract
* Confirm process is enabled through current day for each day of the week and select an update time *other than* *12:00 a.m.*

**H – Attendance Notes**

**Node: Student Data | Attendance**

* Replaces paper log
	+ If still using a paper log, obtain approval from auditor
* ADA Makeup code
* Report available

**I – Attendance Enrollment**

**Node: Student Data | Attendance Enrollment**

* Student **Enter/Leave** information including **Grade Level**, **Student Program**, **Teacher**, **Inter/Intra Transfer** changes
* **440** **Reason Code** used by Aeries for students with **Grade Level**, **Student Program**, **Teacher**, **Inter/Intra Transfer** changes

**J – Entering/Updating Attendance**

* Multiple options for attendance reconciliation

**Node: Attendance Accounting | Attendance Management**

* **Verification Tab**
	+ One page that provides access to all needed fields for monitoring attendance
* **Mass Add Tab**
	+ Mass Add Codes/Tardy Sweep
	+ Will not override an attendance code previously inputted

 **Node: Student Data | Attendance**

* Update attendance by student
	+ Update student for multiple days using **Update ATT Data** button

**Node: Attendance Accounting | Mass Change All Day ATT Codes**

* Mass changes **All Day** code to a selected code
	+ Use for updating unverified absences
	+ **Date Range** available – Attendance Month
	+ **Preview/Summary Report** available

**Node: Attendance Accounting | Classroom Attendance**

* Office access for entering attendance by teacher
	+ Substitute attendance entry

**K – Attendance Reports and Resources**

* [Attendance Reports](https://support.aeries.com/support/solutions/folders/14000116546)
	+ **Class Roster** – can add up to three STU fields
* [Procedures for monitoring attendance each day at the school level](https://support.aeries.com/support/solutions/articles/14000078285-what-procedures-should-be-performed-to-monitor-attendance-each-day-at-the-school-level-)
* [Procedures to reconcile monthly attendance at the school level](https://support.aeries.com/support/solutions/articles/14000077983-what-procedures-should-be-performed-to-reconcile-monthly-attendance-at-the-school-level-)
* [Procedures to reconcile monthly attendance at the district level](https://support.aeries.com/support/solutions/articles/14000089004-what-procedures-should-be-performed-to-reconcile-monthly-attendance-at-the-district-level-)
* [Attendance Queries](https://support.aeries.com/support/solutions/articles/14000094509-attendance-queries)

**L – Attendance Letters**

**Node: Reports | Attendance | Attendance Letter to Parents**

* **Attendance Letters to Parents Report** automatically creates a letter when a student has met a designated threshold
* At the start of each year zero out the counters located on the **Attendance** page
	+ Reset date will appear in red on the report options form
* Create and label attendance letters in **Letter Text Editor**
	+ Letter counters on the **Attendance** page only support letters labeled as *Absent* or *Tardy*
	+ Letters in a language other than English are labelled with the same name but use a different **Language** option
* Print the **Attendance Letter to Parents** report
	+ Use the option to print letters
	+ Updates the **Letter Log**
	+ Recommended: Run the to view *without updating the counts* to confirm results and then rerun the process to update the log counts
* Letter Log
	+ Displays who received a letter by **Letter Type**
	+ Displays who received a letter by **Student**
	+ Delete letter for any exceptions

**S – Teacher Portal**

* Teachers have the same interface as school office personnel
* **Attendance Portal Options** and **Security** determine view
* Two options for submitting attendance
	+ By Class
	+ By Photo/Seating Chart