



## How to Enroll a New Student

***Bakersfield City School District***

***User Guide***

***July 2018***

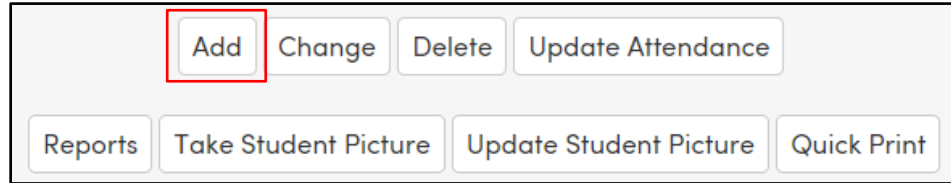
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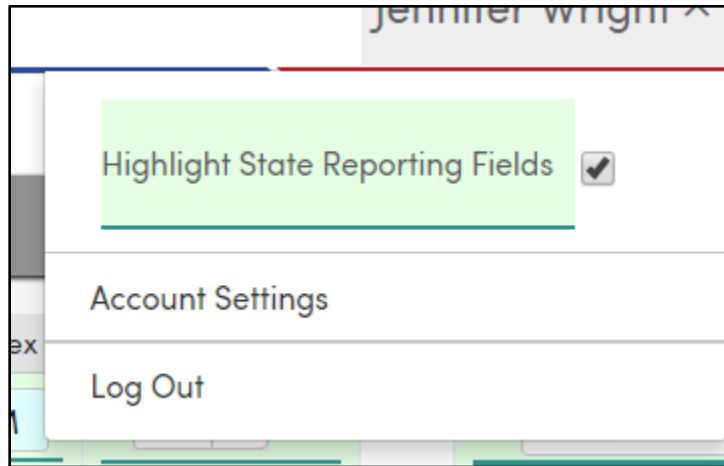
## How to enroll a student in Aeries – new to District

### Add a Student

- Filter Pages or Navigate to **Demographics**.
- Click **Add**.



- Enter Search Criteria with either Last Name, First name and/or Birth Date.
- Review results and select **Student Not Found** to add a student who has never been enrolled.
- Would you like to search for a sibling? Click **Yes** or **No**.
- Select your username in the top right-hand corner and verify that **Highlight State Reporting Fields** is checked.



- Complete the **Demographics** screen by providing all highlighted required fields.
- Select **Update** when finished.

### Update Attendance

- Select **Update Attendance**.
- Verify the Attendance Enrollment Effective Date and click **OK**. This should be the students' first day of school.

| Attendance Enrollment Form                                     |       |         |          |          |       |                |           |           |                       |        |
|--|-------|---------|----------|----------|-------|----------------|-----------|-----------|-----------------------|--------|
| Effective Date   | Grade | Program | Att Pgm1 | Att Pgm2 | Track | Teacher        | Rptg Schl | Intr Dist | District of Residence | Reason |
| 8/15/2018  | 03    |         |          |          |       | 0 - Unassigned | 0         |           |                       |        |
| Update Student Enter Date? <input checked="" type="checkbox"/> |       |         |          |          |       |                |           |           |                       |        |
| OK Cancel  |       |         |          |          |       |                |           |           |                       |        |

## Classes New

- The next step is to assign the student to **Classes New**. Navigate to **Student Data > Scheduling > Classes New**. Or Filter Pages to **classes new**.
- Select **Edit**.
- There are a few ways to select a course to add. In **Course/CurrentClass**, enter a grade and select the appropriate suggested course. Hover your mouse over the informational 'i' to view the section details. Select the course and click **Save**.

The screenshot shows a form with a 'Course/CurrentClass' field. The field contains the text '03' and a dropdown menu is open, showing '603 - Grade 3' as the selected option. Above the field are buttons for 'Reschedule', 'Reset', 'Save', and 'Cancel'. To the left of the field are icons for trash and lock, and a 'PermLk' label.

The screenshot shows a tooltip for the selected section 'Y-MTWF (2)'. The tooltip contains the following information:
 

- Section: 230 Block:1
- Teacher: Raman(230)
- GR: 3 - 3
- SchGrp: TmCrsGp:
- Team: 0 SemGp:
- Max: 0

Another option to choose a Section is to **View MST**.

The screenshot shows a toolbar with three buttons: 'CrsReqPack', 'View MST', and 'Show Section Info'.

- Sort column headings, by Title or Name, and select the section to add by clicking the plus mark.

|   |     |   |   |       |     |         |   |     |     |
|---|-----|---|---|-------|-----|---------|---|-----|-----|
| + | 30  | 0 | Y | MTWTF | 603 | Grade 3 | A | 30  | Cue |
| + | 200 | 0 | Y | MTWTF | 603 | Grade 3 | A | 200 | Per |
| + | 210 | 0 | Y | MTWTF | 603 | Grade 3 | A | 210 | Pur |
| + | 230 | 0 | Y | MTWTF | 603 | Grade 3 | A | 230 | Ran |
| + | 80  | 0 | Y | MTWTF | 603 | Grade 3 | A | 80  | Gh  |

The screenshot shows a toolbar with four buttons: 'Reschedule', 'Reset', 'Save', and 'Cancel'. The 'Save' button is highlighted in pink.

- Select **Save**.

## Contacts

- Navigate to **Student Data > Contacts** or Filter Pages to **contacts**.
- Click **Add**.

The screenshot shows the 'Contacts' header bar. It contains a 'Print' button on the left and an 'Add' button with a plus icon on the right.

- Add Contact Record, selecting **Save** after the entry. Continue with **Add** and **Save** until all contacts have been entered.

## Home Language Survey

- Navigate to **Student Data > Programs > Language Assessment** or Filter Pages to **Language Assessment**.
- Select **Change**.
- Enter languages from home language survey.  
 “First = Q1”                      “at Home”= Q2                      “Primary”= Q3                      “by Adults” = Q4

| First                  | at Home                | Primary                | by Adults              |
|------------------------|------------------------|------------------------|------------------------|
| <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ | <input type="text"/> ▼ |

- Select **Update**.
- Navigate to **Demographics** and select **Change**.
- Enter correspondence language (CorrLang, report cards, etc.)
- Update **RptgLng**=Lines 1, 2 and/or 3 of HLS – first language listed on each line.

| CorrLng | RptgLng                |
|---------|------------------------|
| 00 ▼    | <input type="text"/> ▼ |

Select update.

## Home Language Survey Enrollment Protocol Notes

- Students first time enrolled in a school, need HLS completed and languages entered. File original in student CUME folder and send yellow copy to Ana Hansen, in the ELL department.
- Students previously enrolled in a BCSD school do not need a new HLS, unless enrollment was not completed. (Search for student in Aeries to see if previously enrolled in BCSD.)
- Students previous enrolled in a district other than BCSD, need HLS processed, until CUME is received and information is verified. Corrections need to be made, if applicable, and most recent English Language Assessment scores need to be submitted to Stacey Bland for entry at [blands@bcسد.com](mailto:blands@bcسد.com) or faxed to 661-324-3188.
- A student only requires one HLS throughout his or her educational career and is considered a legal and binding document-first dated supersedes.
- The “RptgLng” field entry indicates the language listed on the HLS and directs student’s language acquisition. This field contains the language indicated by parents on questions 1-3 of the HLS. If more than one language is noted on a given line, all languages listed are equally weighted. This language should not be changed unless an error has been

discovered. Seek parental clarification, if necessary. This language is reported to CALPADS, and begins the process of assessment.

- The “CorrLng” field entry indicates the language used for report cards and other computer generated information sent home to parents. This is parent/guardian’s choice, and can be changed anytime.
- The reporting language and correspondence language do not necessarily match.
- The BCSD Student ID needs to be noted in the upper right hand corner of each HLS.

## Immunizations


- Navigate to **Student Data > Medical > Immunizations** or Filter Pages to immunizations.
- Select **Change** and update immunization types and dates.
- The red highlighted fields will assist in knowing which fields are required. Hover your mouse over a record for a description of the immunization dose schedule.



Standard Information **Other Immunizations**

|          | Date 1               | Date 2  | Date 3               | Date 4               | Date 5               |
|----------|----------------------|---|----------------------|----------------------|----------------------|
| Polio    | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| DTP      | <input type="text"/> | Polio: 4 doses at any age but...<br>Ages 4-6: 3 doses if at least 1 was given on or after 4th birthday.<br>Ages 7-17: 3 doses if at least 1 was given on or after the 2nd birthday. |                      |                      | <input type="text"/> |
| DTP Type | <input type="text"/> |   |                      |                      | Tdap                 |
| MMR      | <input type="text"/> | <input type="text"/>  | <input type="text"/> |                      |                      |

## Allergy Information – Medical History- Health Conditions



- Navigate to **Student Data > Medical > Medical History** or Filter Pages to medical history.
- Select **Add New Record**.

 Print

 **Add New Record** 

- Update **Date** if needed. Select appropriate code from **Code** drop-down. Provide a Start Date and End Date, if applicable.
- Click disk icon to **Save**.

| Date       | Code   | Grade | Age | Start Date           | End Date             |
|------------|--|-------|-----|----------------------|----------------------|
| 07/26/2018 | <input type="text"/>   | 3     | 8   | <input type="text"/> | <input type="text"/> |
|            | Adaptive PE<br>Allergy - bee sting (threatening)<br>Allergy - drug<br>Allergy - food<br>Allergy - moderate<br>Allergy - penicillin<br>Allergy - seasonal<br>Allergy - various<br>Asthma - moderate |       |     |                      |                      |

- **Edit** a record by clicking the pencil icon. 
- **Save, cancel, or delete** a selected record. 
- Continue to select **Add New Record** for additional entries.

## Medications

- Navigate to **Student Data > Medical > Medications** or Filter Pages to medications.
- Select **Add Medication**

 **Add Medication**

- Complete the form and select **Save**.
- Dosage is now scheduled and will appear on **Medication Schedule**.

Medication

Medication Code  
[Dropdown]

Start Date [Calendar] End Date [Calendar] Expiration Date [Calendar] Initials [Dropdown] At Home

Dose Quantity [Dropdown: 0.000] Amount [Dropdown: 0.000] Measurement [Dropdown] Description [Dropdown] Method Given [Dropdown]

As Needed

Time 1 [Dropdown] Time 2 [Dropdown] Time 3 [Dropdown] Time 4 [Dropdown] Time 5 [Dropdown] Time 6 [Dropdown] Time 7 [Dropdown] Time 8 [Dropdown] Time 9 [Dropdown]

Obtained [Dropdown: Unknown] Provider [Dropdown] Prescription # [Text]

Comment  
[Text Area]

Save Save And Add Cancel