Aeries
Student Information System

How to Enroll a New Student

Bakersfield City School District

User Guide

July 2018

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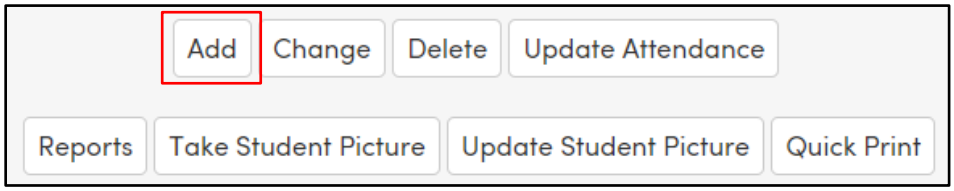
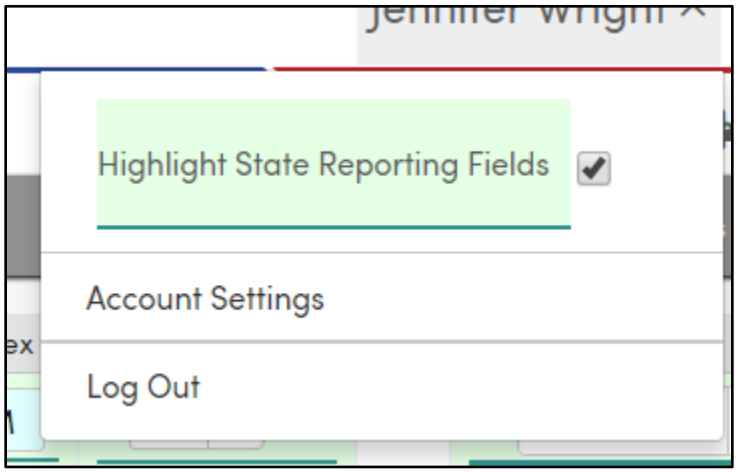
How to enroll a student in Aeries – new to District

Add a Student

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



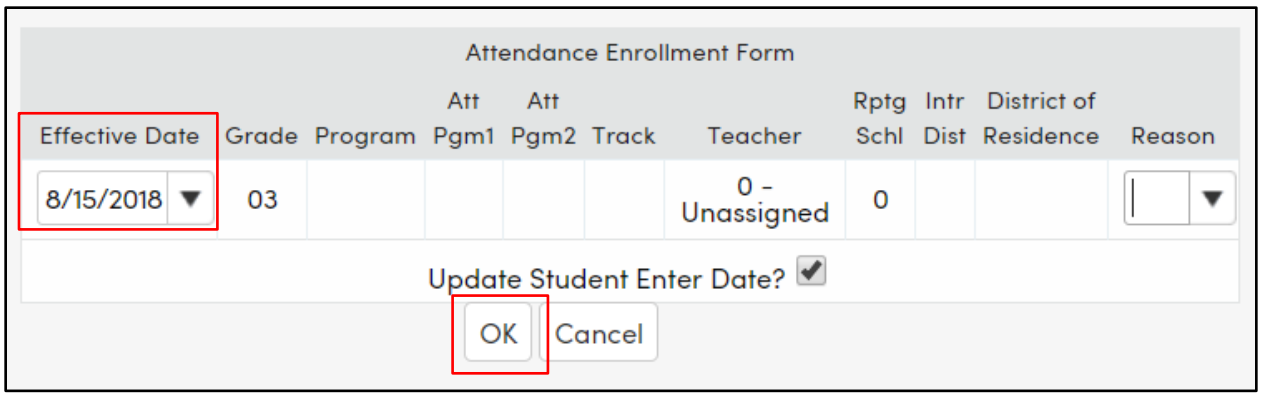
- Enter Search Criteria with either Last Name, First name and/or Birth Date.
- Review results and select **Student Not Found** to add a student who has never been enrolled.
- Would you like to search for a sibling? Click **Yes** or **No**.
- Select your username in the top right-hand corner and verify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



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

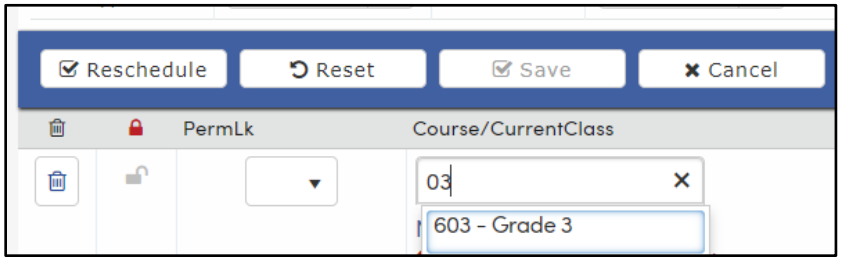
Update Attendance

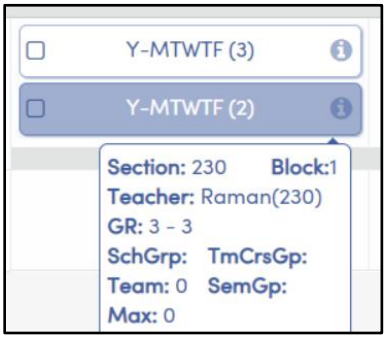
- Select **Update Attendance**.
- Verify the Attendance Enrollment Effective Date and click **OK**. This should be the students' first day of school.



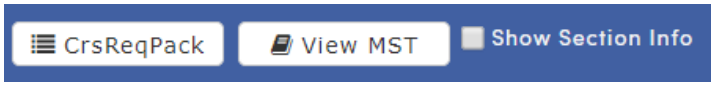
Classes New

- 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**.

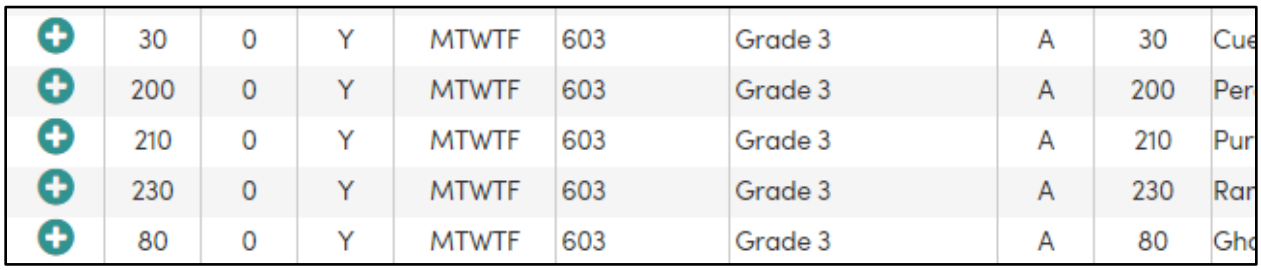




Another option to choose a Section is to **View MST**.



- 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	Rar
⊕	80	0	Y	MTWTF	603	Grade 3	A	80	Gho

- Select **Save**.

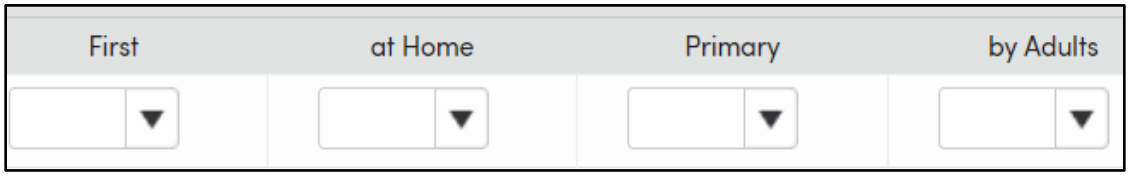
Contacts

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

- 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



- 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.

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@bcsd.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.

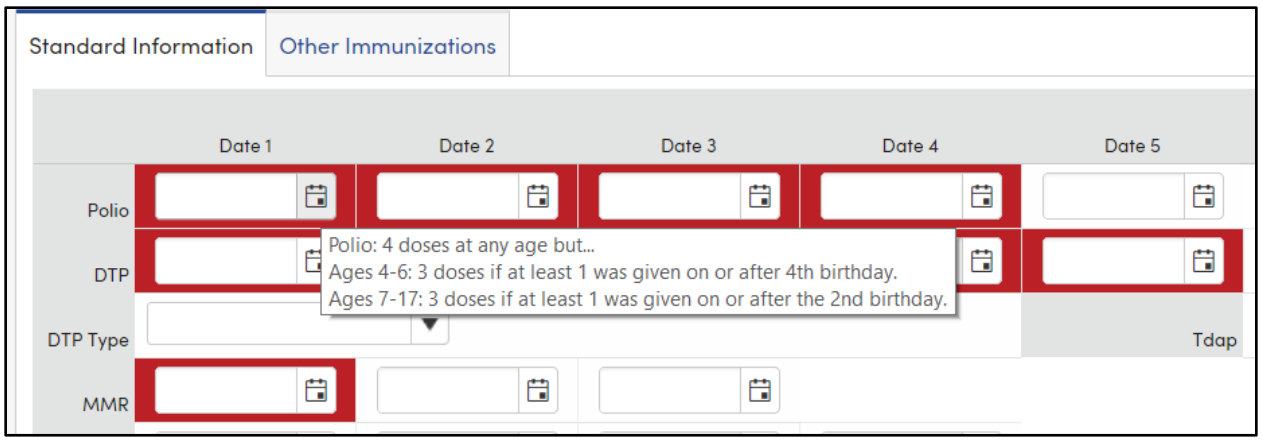
- The “CorrLng” field entry indicates the language used for report cards and other computer generated information sent home to parents. This is parent/guardian’s choice, and can be changed anytime.

- 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.

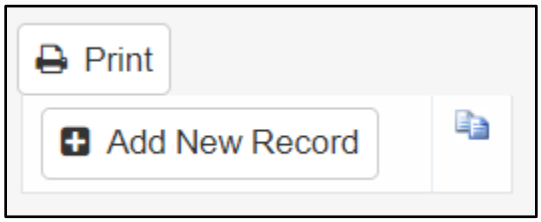
Immunizations

- 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.

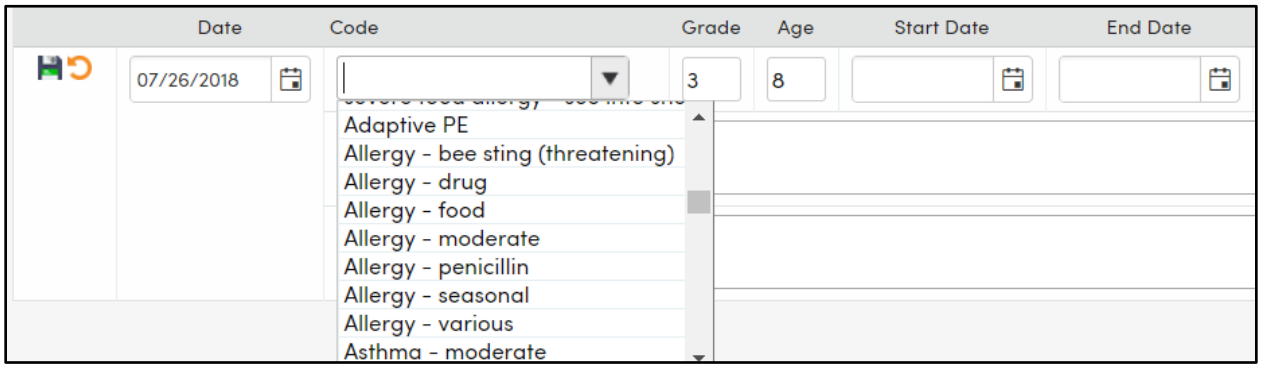


Allergy Information – Medical History- Health Conditions

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

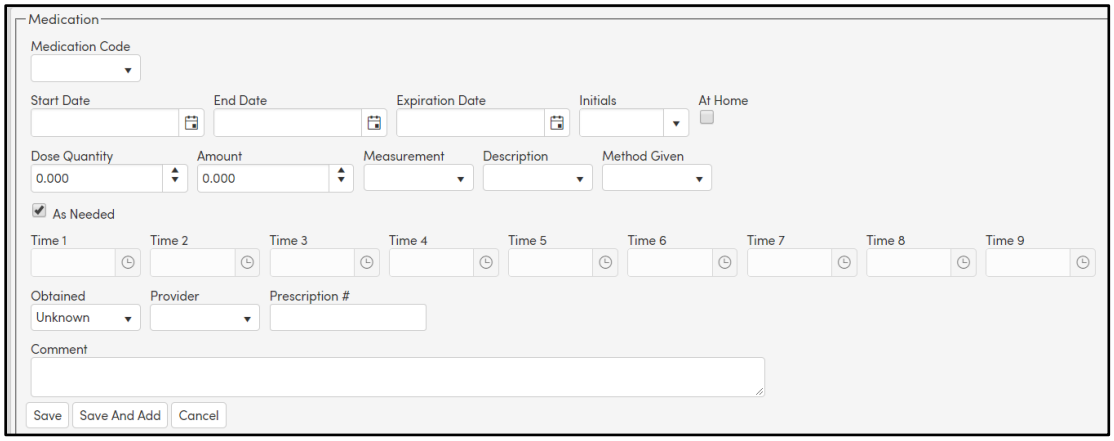


- Update **Date** if needed. Select appropriate code from **Code** drop-down. Provide a Start Date and End Date, if applicable.
- Click disk icon to **Save**.



- **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**

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