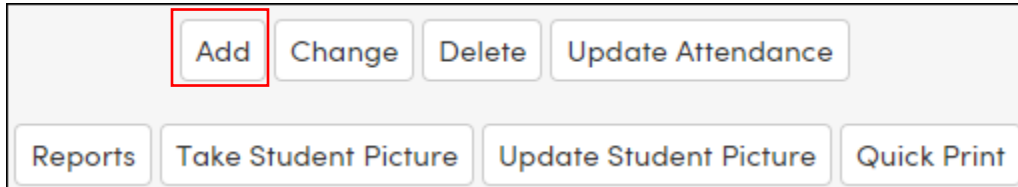


# Transferring a student in Aeries

To transfer a student from another BCSD school you will need to do the following:

- Click on the **Add** button located on the bottom portion of the **Demographics** page.



- You may search for a student by Last Name, First Name, Birthdate or Student ID. If you are unsure about the spelling, the system will allow users to only type a portion of the name in either the last or first name fields. If the student is on the list, verify that the student has been inactivated at the previous school before selecting and clicking the **Transfer Student** button.

**Search Criteria**

Last Name	First Name	Birth Date	Student ID
<input type="text"/>	<input type="text" value="mar"/>	<input type="text"/>	<input type="text"/>
			<input type="button" value="Search"/>

Last Name	First Name	Middle	Grd	Sex	Birthdate	Status	Enter Date	Leave Date
	Maria de Jesus		07	F			8/15/2018	
	Mariela		05	F			8/15/2018	
	Mariela		05	F			8/16/2018	
	Marco		01	M			8/15/2018	
	Marco		01	M		X	6/5/2018	6/5/2018
	Martin A		08	M			8/15/2018	
	Marshall		02	M			8/23/2018	
	Maria		07	F			8/15/2018	
	Mariah		04	F			8/15/2018	
	Mariana		05	F			8/15/2018	
	Marielly		04	F			8/15/2018	
	Maria		KN	F			8/15/2018	
	Maria		01	F			8/15/2018	

- The student's record is now active.

Stu#	Last Name	First Name	Middle Name	Legal Suffix	Sex	Grd	Age	Birthdate	
793	Marquez-Marcos	Marco			M	01	6	07/27/2018	
Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif		Status			

Address	City	State	Zip	Extn	Addr. Verif
Residence: 1300 Baker ST	Bakersfield	CA	93305		<input type="checkbox"/> Addr. Verif

Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name Addr Ver
Q450		No Permit On File Update			

Parent/Guardian	Telephone	Extn	Student Contact Info	
Name: Marco Marquez	Primary: (661) 3-1088		Student's Email: marquezmarcos@bakersfield.edu	
Ed Lvl: High School/Ineligible	Father's Work:		Student's Mobile:	
	Mother's Work: (661) 3-1088			

Prog	Att Prg 1	Att Prg 2	Dist Enter Date	Schl Enter Date	Schl Leave Date
			08/16/2017	07/27/2018	

Teacher	Locker	Records Release	SM	DM	Family Key
Unassigned			01	KN	0

Ethnicity	Race	(Ethnicity)	CorrLng	RptgLng	LangFlu	Birth City	State	Country
Y	700	500	01	01	English Learner			

User1	User2	User3	User4	User5	User6	User7	User8	User9	User10	User11	User12	User13	Message

- Make all necessary changes then click the **Update button** to save your changes.  
 Note: you will not be able to change the address from here. You must first update all other changes then click on the **Change Address link**.

<b>Update</b>	Cancel	Quick Print	Show/Hide Legal Name
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- Once you click Change Address be sure to click on one of the options.

Update Address History							
Select one of the following options to modify this address... <input type="radio"/> Fixing Bad Data <input type="radio"/> Address Change							
Previous Address	City	State	Zip	Extn	Effective Date		
Residence: 1300 Baker ST	Bakersfield	CA	93305		7/27/2018	<input type="button" value="Validate"/>	
New/Current Address	City	State	Zip	Extn	Effective Date		
Residence: 1300 Baker ST	Bakersfield	CA	93305		07/27/2018	<input type="button" value="OK"/>	
Mailing (same? <input checked="" type="checkbox"/> ):							<input type="button" value="Cancel"/>

- From the Navigation Tree select **Scheduling/Classes New** to assign the student to a class.

Click on the **Edit** button then click the **View MST** button. Select the section from the list and click the **Save** button

View MST																				
Add	SEI	PD	SM	Days	CrsID	Title	Dp	Tch#	Name	Rm#	Sx	Lo	Hi	Mx	Tot	Lef	SchGy	TmCrsgy	Tm#	SemGp
+	10	0	Y	MTWTF	605	Grade 5	A	10	Angulo	13		5	5	0	0	0				
+	20	0	Y	MTWTF	602	Grade 2	A	20	Banda Rodriguez	31		2	2	0	-1	1				
+	30	0	Y	MTWTF	603	Grade 3	A	30	Cueto	16		3	3	0	-2	2				
+	40	0	Y	MTWTF	605	Grade 5	A	40	Davis	14		5	5	0	0	0				
+	50	0	Y	MTWTF	601	Grade 1	A	50	Diaz	19		1	1	0	0	0				
+	60	0	Y	MTWTF	593	Transitional Ki	A	60	Fees	1		-1	-1	0	-3	3				
+	70	0	Y	MTWTF	604	Grade 4	A	70	Flores	36		4	4	0	-1	1				
+	80	0	Y	MTWTF	603	Grade 3	A	80	Ghazi-Moradi	12		3	3	0	-2	2				
+	90	0	Y	MTWTF	598	Kinder Extended	A	90	Gonzalez Santos	6		0	0	0	0	0				
+	100	0	Y	MTWTF	604	Grade 4	A	100	Gurrola	39		4	4	0	0	0				
+	110	0	Y	MTWTF	598	Kinder Extended	A	110	Herrera	7		0	0	0	0	0				
+	120	0	Y	MTWTF	605	Grade 5	A	120	King	17		5	5	0	0	0				
+	130	0	Y	MTWTF	602	Grade 2	A	130	Lopez	32		2	2	0	-2	2				
+	140	0	Y	MTWTF	598	Kinder Extended	A	140	Martin	3		0	0	0	-2	2				
+	150	0	Y	MTWTF	601	Grade 1	A	150	Mawrence	24		1	1	0	0	0				
+	160	0	Y	MTWTF	602	Grade 2	A	160	McKinney	28		2	2	0	0	0				
+	170	0	Y	MTWTF	598	Kinder Extended	A	170	Mehciz	2		0	0	0	0	0				
+	180	0	Y	MTWTF	598	Kinder Extended	A	180	Merrick	5		0	0	0	-1	1				
+	190	0	Y	MTWTF	602	Grade 2	A	190	Miranda	27		2	2	0	0	0				
+	200	0	Y	MTWTF	603	Grade 3	A	200	Pereyra	8		3	3	0	-1	1				
+	210	0	Y	MTWTF	603	Grade 3	A	210	Purvis	11		3	3	0	0	0				
+	220	0	Y	MTWTF	601	Grade 1	A	220	Ramos	26		1	1	0	-4	4				
+	230	0	Y	MTWTF	603	Grade 3	A	230	Raman	10		3	3	0	-2	2				
+	240	0	Y	MTWTF	603	Grade 3	A	240	Rodriguez	20		2	2	0	0	0				

- Select the **Update Attendance** button from the demographics. Here you will change the **Effective Date** to reflect the student's first date of attendance. This date will also update the **School Enter Date** on the Demographics page.

Attendance Enrollment Form										
Effective Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg Schl	Intr Dist	District of Residence	Reason
8/15/2018	01					70 - Flores	0			
Update Student Enter Date? <input checked="" type="checkbox"/>										
<input type="button" value="OK"/> <input type="button" value="Cancel"/>										

