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Spring 2024

Did You Know?

Part 2 – Documents & Data

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March 07 2024

We will look at...

- Student Documents

- Off Campus Pass

- Readmit Slips

- Student Summons report

- Database Definitions Report and Page

- District School Group

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Student Documents info

- The Student Documents page (DOC) is used to upload and manage documents related to a student.

- Ability to store documents and relate them to tables

- Documents must be scanned or uploaded to a stored location for the user to access and add to a student record.

- Supported files – Word docs, text files, Excel, PDF, images.

- Must have permissions in the DOC table
  - Users can only view documents related to a security area they have access to

- Documents related to INV can be accessed from the DOCS button on the INV page

- Documents can be locked so they cannot be changed or deleted

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Let's take a look...

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Off Campus Pass and Re-Admit Slip

- Are attendance reports that are designed to be printed on a receipt printer that is 2.75" wide but can also be printed on letter size paper

- The Re-Admit report is printed from the student's attendance record. The program will locate the last date the student has an attendance record entered and will print the re-admit slip based on those dates.

- The Off Campus Pass is printed from the Attendance Notes page. Additional fields are generated with the date and time for dismissal and person authorizing the OCP. For this to work properly, Off Campus Pass coding must be setup in the Code Table

Re-Admit Slip

Off Campus Pass

Summons Report – What is it?

Screaming Eagle High School

Student Summons Call Slip

2019-2020 — Student Summons Call Slip — 2/12/2020

ID: 99400017   Ackermann, Kathrin Ann   Grd: 11

When to report: 2/12/2020   Counselor: Wilson

Please report to the attendance office with a note for your absence on Monday.

Per	Sem	MTWTF	Sec#	CrsID	Course Title	Tch#	Teacher Name	Room
0	Y	MTWTF	1931	0618	PreCalculus	798	Sabillo	Z1
2	Y	MTWTF	0443	0403	French III Cp	958	Smith, C	B8
3	S	MTWTF	1049	0255	Intro Cmptr Lit	812	Strycula, C.	B3
4	Y	MTWTF	2342	0675	IB HL I Biology	712	Smith	Q23

The **Summons Call Slip** is a program that will allow you to setup a schedule date and time for select students to report to a specific area.

The program will allow you to create a group of students.

The **Print Student Summons Call Slip** Report is accessible through **Reports**, **View All Reports** or **Student Demographics** page.

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Summons Text Update

Individual Call Slip

Summons Report – A Few Facts

- **3 Tabs**
  - ❑ Select Students – Ability to select by Student, Class, or Counselor
  - ❑ Print Options – allows selection of messages and selection of date and time to report
  - ❑ Update the Summons Text – allows creation and editing of messages to be sent

- Security is under Other
- **Read** access allows selection of students, messages, and running the report
- Requires **Update** rights to add/edit messages
- Honors a Query Keep/Skip and a Student Group
- Can print individual call slips from the **Demographics** page

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Query Keep & Change

- **What do they do?**
  - Query Keep button – after running a list, Keep button is at the top of the page
  - Query Change button – after running a list, can turn it into an editable grid

- **Difference between Query Change command and Query Change button**
  - Command performs mass changes in the background – very scary
  - Button allows editing of the columns from a Query list statement – same as changing the data on the page – less scary

- **Features of the Button**
  - Works with multiple tables
  - Can lock both tables and fields from being edited
  - Some fields cannot be edited – LN, FN, MN, BD, SC, or primary key of any table
  - Cannot enter text into a numeric field. Cannot insert records
  - Will honor a Query Keep or Skip
  - Saves on the fly. Data is saved as soon as the field loses focus or value is selected from a dropdown
  - Bypasses most validation rules

- **Users need Mass Update permissions to Query Change and update permission to any table that is used**

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District School Groups

- What are School Groups
  - The School Groups page allows users to create groups of schools that can be used at the District Level on various Pages and reports using the School Group Selector

- Security – permission to the SCG table

- Create Codes to identity the groups – SCG.CD

- Process
  - School Group Page – District Level only – create a group
  - Assign schools to the group – schools can be in more than one group
  - School groups option is available when running reports and on selective pages and functions

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Some Reports that Utilize School Groups

- Summary of Students

- Daily Attendance Report

- Daily Enrollment Summary by School

- Monthly Attendance Summary Analysis

- Monthly Attendance Summary by Month

- Monthly Attendance Summry by School

- Monthly Attendance Summary by Status

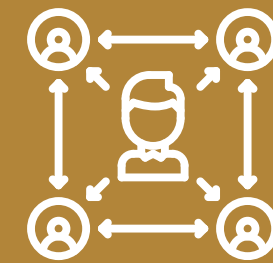- Students Continuously Enrolled

- Asset Items

- EL Class Percentage

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Resources

- Student Documents

- Off Campus Pass
- Print Readmit Slip

- Student Summons Call Report

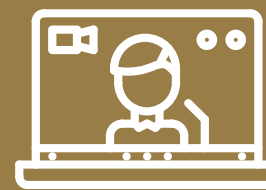- Query Keep

- Query Change

- School Groups

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Key Takeaways

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Student Documents can be added/assigned to specific tables from the Student Documents page.

Re-admit Slips can be issued from the Student Attendance Page; **Off Campus Pass** from the Attendance Notes page.

Summons Report can be printed for multiple students from the Summons report page or Reports button on the Demographics page for 1 student.

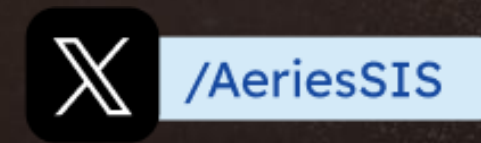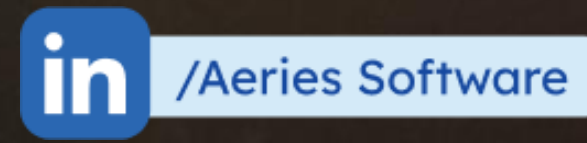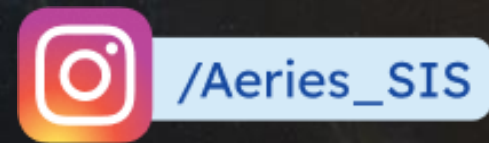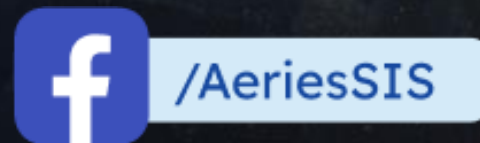School Groups can be used to filter reports, pages, and functions.

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THANK YOU!

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