AERIESCON
Spring 2024

Did You Know?

Part 3: Transition Transmissions 541-3

Jan Tokorcheck | Lead Business Analyst

March 06-08, 2024

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Did You Know Part 3
Transition Transmissions

- ***Pages and Reports that facilitate the Transition from high school to the workplace or post secondary institutions***
  - *Work Permits/Internships*
  - *CalGrant GPA's*
  - *Golden State Seal*
  - *State Seal of Biliteracy*
  - *Single Column Transcripts*

Work Permits

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION
PERMIT TO EMPLOY AND WORK CDE Form B1-4 (Rev. 02-14)

A work permit shall not be issued to a minor until the "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" (CDE Form B1-1) form has been signed by the parent or guardian, foster parent, caregiver, or residential shelter service provider and filed with the issuing authority. California *Education Code (EC)* 49110(c)

(Print Information)

Permit Expiration Date
Work permits shall expire five days after the opening of the next succeeding school year. Full-time exempt work permits issued to 14 & 15 year olds shall expire no later than the end of the current school year. EC 49118 and 49130

07/15/2020
Date

Check Permit Type:
- ☐ Full-time
- ☐ Workability
- ☐ Restricted
- ☐ General
- ☐ Work Experience Education, Vocational Cooperative Education, or Personal Attendant

Minor's Information

Minor's Name *(Print First and Last)*	Social Security Number	
Robert Aadasian		
Home Phone	**Age at Time of Issuance**	**Birth Date**
(777) 555-0214	14	05/17/2005
Home Address	**City**	**Zip Code**
1065 N Pacificenter Dr.	Anaheim	92806

School Information

School Name	School Phone	
Golden Eagle Elementary School	(999) 555-9990	
School Address	**City**	**Zip Code**
9950 Comet Street	Eagle Point	95990

Maximum Work Hours Permitted

1. Maximum number of work hours on a school day	3
2. Maximum number of work hours on a non-school day	8
3. Maximum weekly hours while school is in session	18
4. Maximum weekly hours while school is not in session	40

Remarks or Work Limitations:

This permit is **valid only** at the business listed below:

Business Name	Business Address
McDonalds	1234 Main St - Anaheim, CA 99999

To be signed by minor

Minor's Signature | Date

Certification

I hereby certify that, to the best of my knowledge, the information herein is correct and true. I hereby certify that I have a working knowledge of child labor laws and all laws pertaining to the issuance of work permits in California. EC 49110

Issuing Authority's Name and Title *(Print)* | Issuing Authority's Signature | Date

Link to documentation: Work Permits

Setup for Work Permits and Internships

Code Table Fields and Values

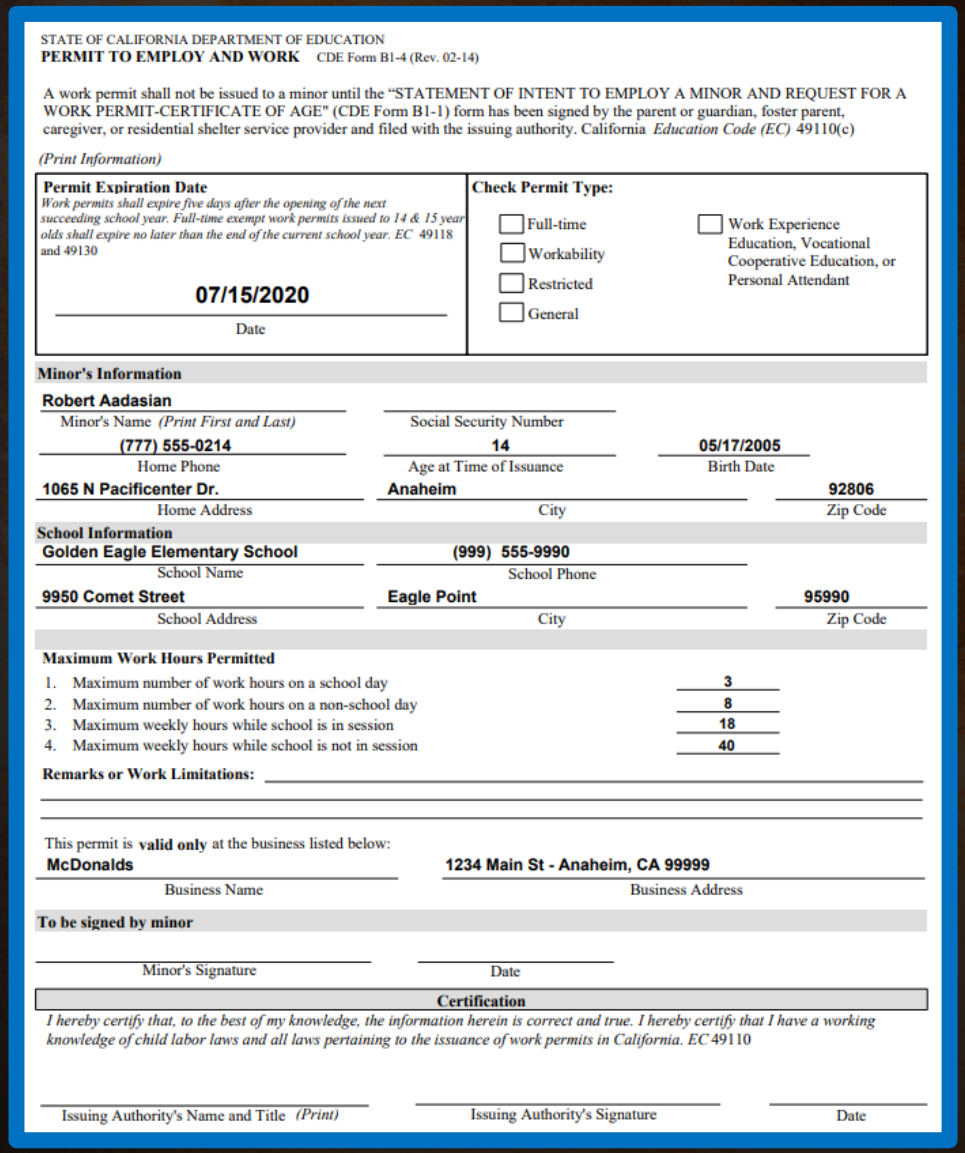
WORK PERMIT PERMIT TYPE WPT.TY VALUES	WORK PERMIT VISITS WPV.CD	EMPLOYERS	INTERNSHIPS CONTRACT TYPE EMP.ICT VALUES	INTERNSHIP VISITS IVS.SO POSSIBILITIES
F- Full Time = 1.0	I = Initial Visit	Required table for work permits and internships	P-Internship does not expire - 0.0	O = Observed Student
W- Work Experience, Voc Ed, or personal assistant = 2.0	F = Follow-up Visit	For internships, must include Name and Contract Type	T-Internship expires at end of term = --2.0 (negative number)	N = No observation took place
WA- Workability = 3.0 V-Vacation = 0.00		May include Contact- will pre-populate on Visits	Y-Internship expires at end of year = --1.0 (negative number)	
R- Restricted = 4.0 G- General = 5.0		For Work Permits, many other fields are needed	5-Internship expires in 5 years = 60.0	

Did You Know? Part 3

Work Permits

The **Work Permit** form

- Provides the school with work standards permitted by the state for a student according to age.
- Allows the school to keep track of and print work permits for students.
- Tracks when they were issued, when they expire and the employer information.



STATE OF CALIFORNIA DEPARTMENT OF EDUCATION
PERMIT TO EMPLOY AND WORK CDE Form B1-4 (Rev. 02-14)

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07/15/2020
Date

Check Permit Type:
☐ Full-time
☐ Workability
☐ Restricted
☐ General
☐ Work Experience Education, Vocational Cooperative Education, or Personal Attendant

Minor's Information

Robert Aadasian — Minor's Name *(Print First and Last)*
Social Security Number
(777) 555-0214 — Home Phone
14 — Age at Time of Issuance
05/17/2005 — Birth Date
1065 N Pacificenter Dr. — Home Address
Anaheim — City
92806 — Zip Code

School Information

Golden Eagle Elementary School — School Name
(999) 555-9990 — School Phone
9950 Comet Street — School Address
Eagle Point — City
95990 — Zip Code

Maximum Work Hours Permitted

1. Maximum number of work hours on a school day: 3
2. Maximum number of work hours on a non-school day: 8
3. Maximum weekly hours while school is in session: 18
4. Maximum weekly hours while school is not in session: 40

Remarks or Work Limitations:

This permit is **valid only** at the business listed below:
McDonalds — Business Name
1234 Main St - Anaheim, CA 99999 — Business Address

To be signed by minor

Minor's Signature
Date

Certification
I hereby certify that, to the best of my knowledge, the information herein is correct and true. I hereby certify that I have a working knowledge of child labor laws and all laws pertaining to the issuance of work permits in California. EC 49110

Issuing Authority's Name and Title *(Print)*
Issuing Authority's Signature
Date

Link to documentation: Work Permits

Work Permits - Setting up the Permit Type

Requires Setup in Code Table

Types of Permits -The **Permit Type** field that displays on the form **must** be setup in the **Update Code Table** which is accessible under the **Configurations** Node on the Navigation Tree. The table and field code to set the Type is **WPT.TY.**

The following values should be set in the amount field in order for the Type to print on the Permit.

1.00 - Full Time
2.00 - Work Experience, Vocational Ed or Personal Attendant
3.00 – Workability
4.00 – Restricted
5.00 - General

Work Permits – Setting up Employers

Code Table Setup
Status Tag(s) should be set up in EMP.TG to indicate Inactive Employers

Internship Contract Type – EMP.ICT - required for Employers being used for Internships. Set up codes. Amount column can be used to denote expiration timeframes. Possibilities might include:

	P	Internship does not expire		0.00	1
	T	Expires at end of semester		- 2.00	2
	Y	Expires at end of school year		- 1.00	2
	5	Expires in 5 years		60.00	3

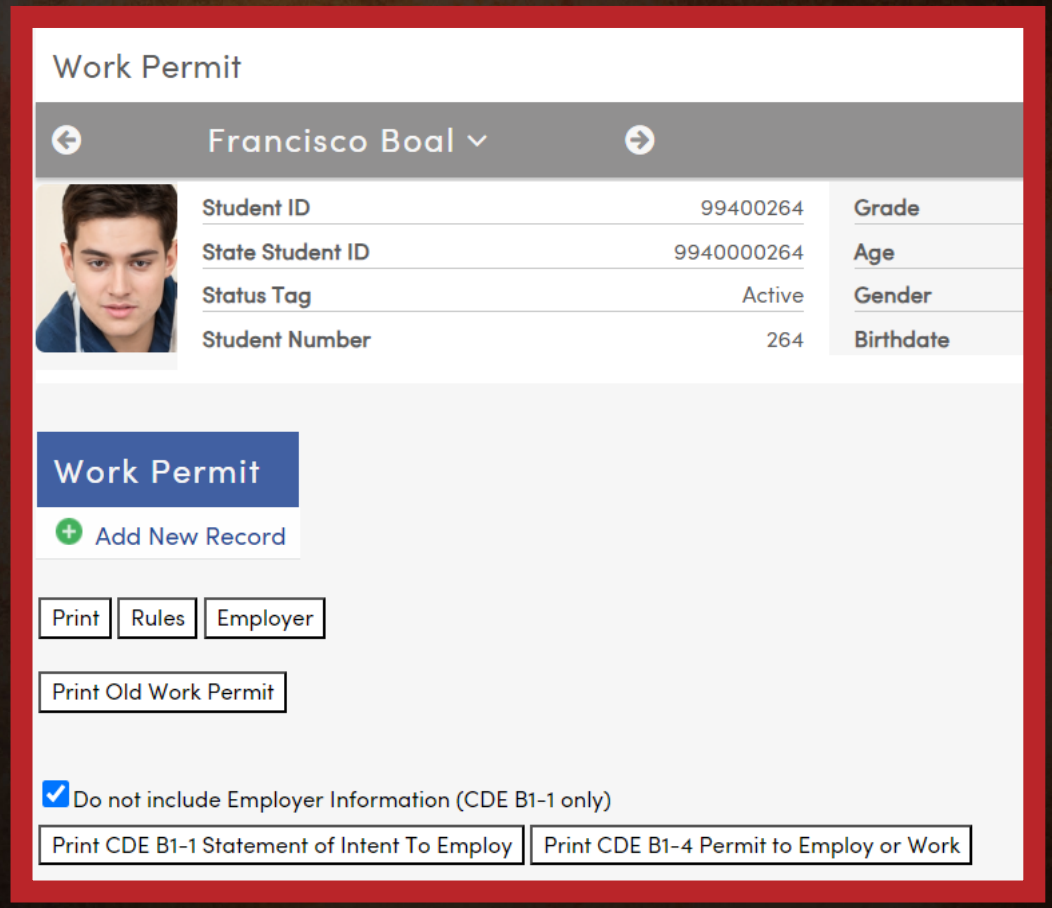
Work Permit Form – Employers button – add all demographic and other applicable data

Creating a Work Permit

Work permit page is located in Student Data | Other

Two forms are available to print:

- CDE B1-1 Statement of Intent to Employ
- CDE B1-4 Permit to Employ or Work



Statement of Intent to Employ - CDE B1-1
- May or may not include Employer

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE

CDE Form B1-1 (REV. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

Minor's Information

Minor's Name *(First and Last)*	Home Phone	Grade
Francisco Boal	(777) 555-7640	11

Home Address	City	Zip Code
887 Via Amadeo	Eagle Rock	99999

Birth Date	Social Security Number	Age	Student's Signature
02/14/2007		16	

School Information

School Name	School Phone
Screaming Eagle High School	(999) 555-9994

School Address	City	Zip Code
6336 Eagle Crag Lane	Eagle Rock	95994

To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.

Parent's Name *(Print First and Last)* | Parent's Signature | Date

To be filled in and signed by employer

Business Name or Agency of Placement | Business Phone | Supervisor's Name

Business Address | City | Zip Code

Employer's Maximum Expected Work Hours: _____ hours per day _____ hours per week

Describe nature of work to be performed: _____

In compliance with California labor laws, this employee is covered by workers' compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer's Name *(Print First and Last)* | Employer's Signature | Date

For authorized work permit issuer use ONLY

Maximum number of work hours when school is in session:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
4	4	4	4	4	8	8	48

Maximum number of work hours when school is not in session:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
8	8	8	8	8	8	8	48

Proof of Minor's Age *(Evidence Type)*

Verifying Authority's Name and Title *(Print)*

Verifying Authority's Signature

Check Permit Type:

- ☐ Full-time
- ☐ Restricted
- ☐ General
- ☐ Work Experience Education, Vocational Education, or Personal Attendant
- ☐ Workability

For more information about child labor laws, contact the U.S. Department of Labor at http://www.dol.gov/, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at http://www.dir.ca.gov/DLSE/dlse.html.

Work Permit - CDE B1-4
Must include Employer

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

PERMIT TO EMPLOY AND WORK CDE Form B1-4 (Rev. 02-14)

A work permit shall not be issued to a minor until the "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" (CDE Form B1-1) form has been signed by the parent or guardian, foster parent, caregiver, or residential shelter service provider and filed with the issuing authority. California *Education Code (EC)* 49110(c)

(Print Information)

Permit Expiration Date

Work permits shall expire five days after the opening of the next succeeding school year. Full-time exempt work permits issued to 14 & 15 year olds shall expire no later than the end of the current school year. EC 49118 and 49130

08/12/2024

Date

Check Permit Type:

- ☐ Full-time
- ☐ Workability
- ☐ Restricted
- ☐ General
- ☐ Work Experience Education, Vocational Cooperative Education, or Personal Attendant

Minor's Information

Minor's Name *(Print First and Last)*	Social Security Number	
Francisco Boal		

Home Phone	Age at Time of Issuance	Birth Date
(777) 555-7640	16	02/14/2007

Home Address	City	Zip Code
887 Via Amadeo	Eagle Rock	99999

School Information

School Name	School Phone
Screaming Eagle High School	(999) 555-9994

School Address	City	Zip Code
6336 Eagle Crag Lane	Eagle Rock	95994

Maximum Work Hours Permitted

1. Maximum number of work hours on a school day	4
2. Maximum number of work hours on a non-school day	8
3. Maximum weekly hours while school is in session	48
4. Maximum weekly hours while school is not in session	48

Remarks or Work Limitations: _____

This permit is **valid only** at the business listed below:

Business Name	Business Address
Albertson's	6262 Main St - Anaheim, CA 99999

To be signed by minor

Minor's Signature | Date

Certification

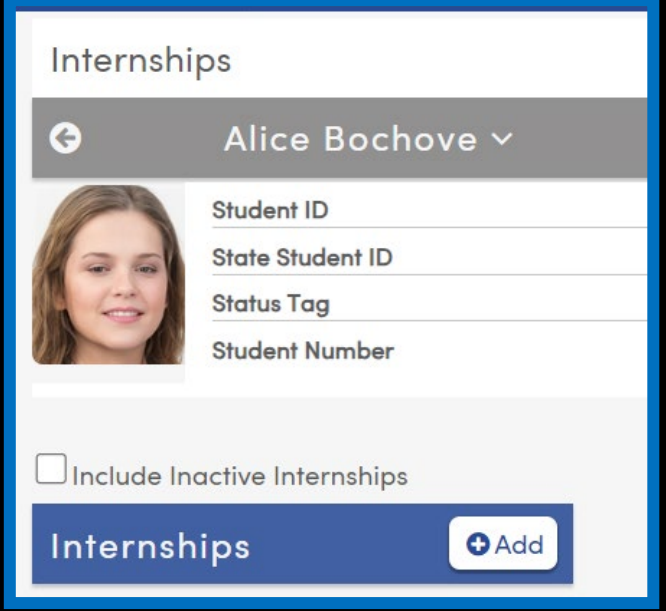
I hereby certify that, to the best of my knowledge, the information herein is correct and true. I hereby certify that I have a working knowledge of child labor laws and all laws pertaining to the issuance of work permits in California. EC 49110

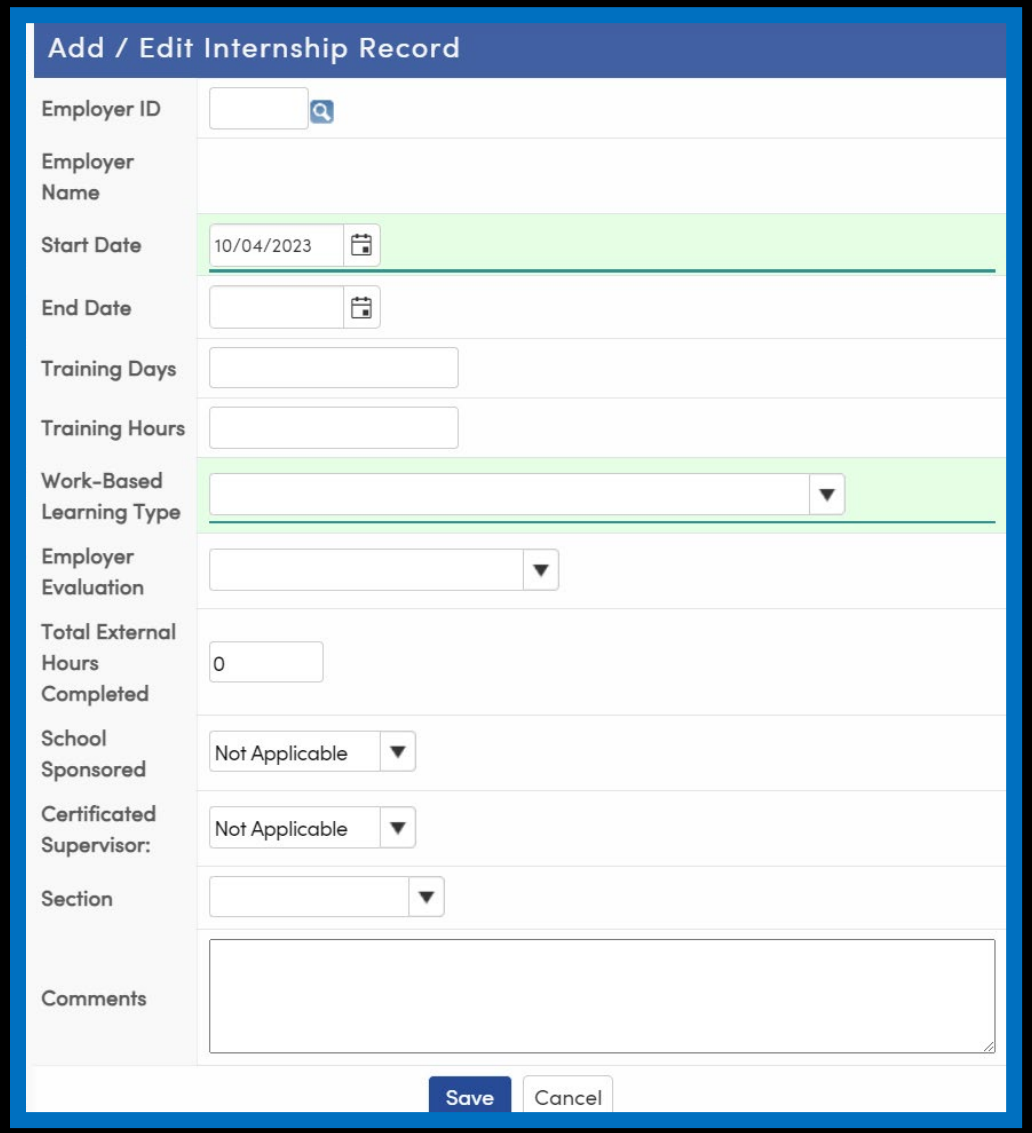
Issuing Authority's Name and Title *(Print)* | Issuing Authority's Signature | Date

Creating an Internship Record

Internships page can be located in Student Data|Other

Student must have an active Work Permit record if Internship is type 10

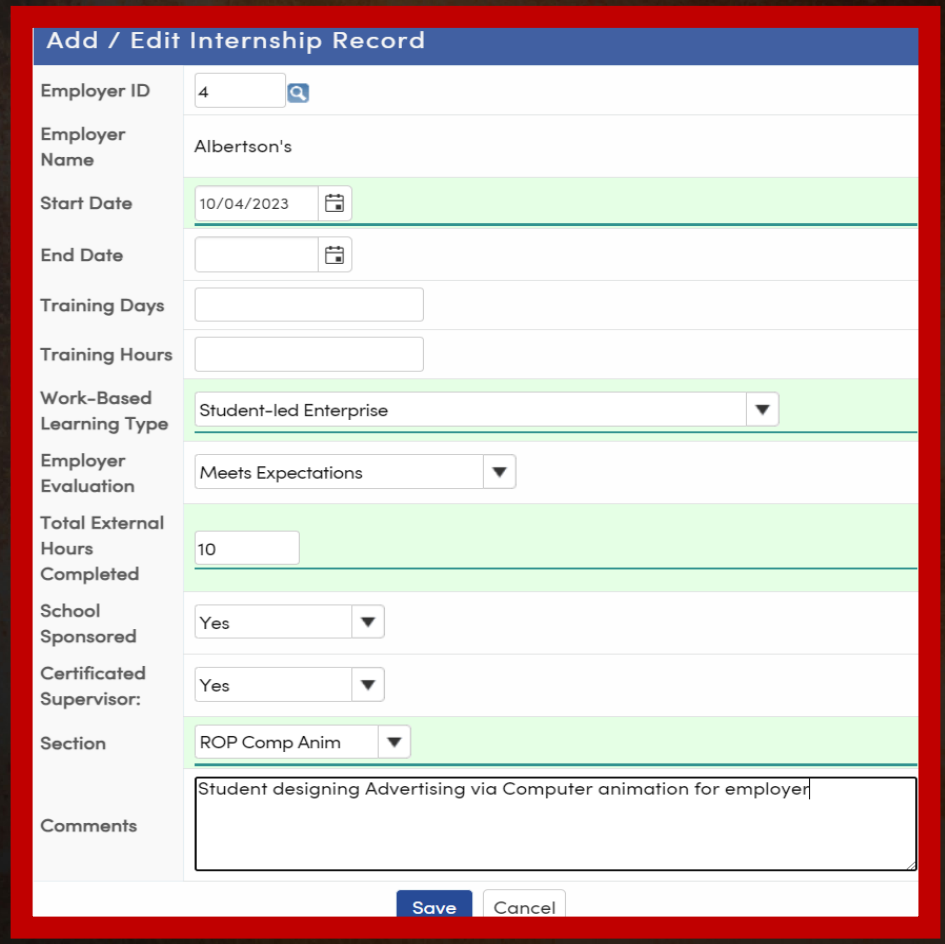


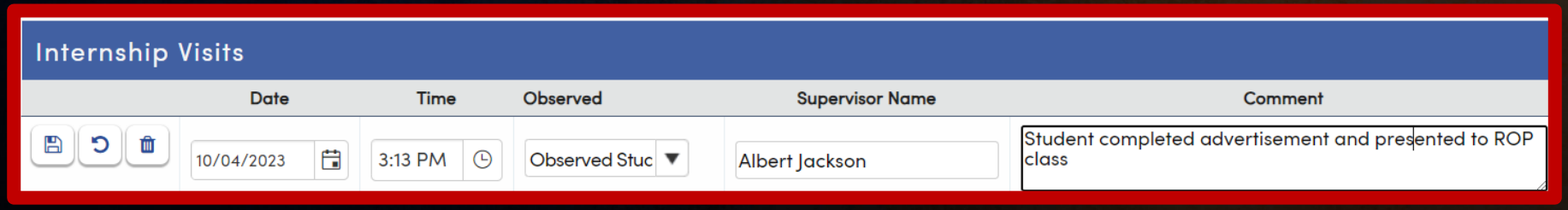


Internship Record

Did You Know? Part 3

Work Based Learning Type must be populated
for extract to CALPADS
Show visits button to record or view Internship Visits

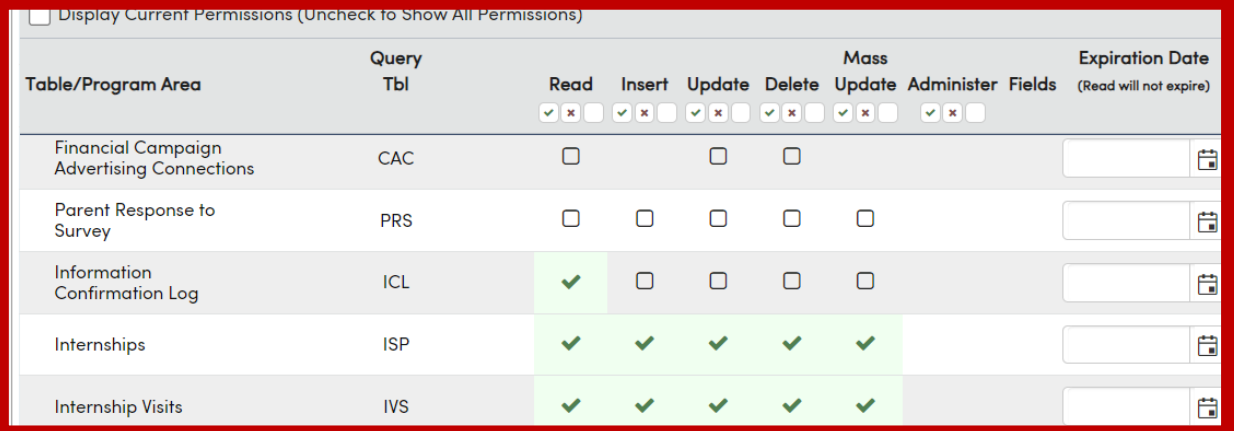




Internships by Teacher

Did You Know? Part 3

Allows teachers to enter Internships for a class and record visits.
Permissions must be set for Teacher Portal Group.



Did You Know? Part 3

CALPADS

Required Fields for Work -Based Learning (WBLR) Records

Records with the following criteria will be extracted for CALPADS Workability:

WBLR Type (ISP.WT) must be populated in the ISP record (values are hard-coded)

Records must have either started or ended in the current year

Internship - requires an employer - Code 10

Employer evaluation - values are hard-coded
Total External Hours
School Sponsored
Certificated *Suprvisor*
Section

Student Led Enterprise - Code 15

Total External Hours
Section

Virtual/Simulated Work-Based Learning - Code 20

- Total External Hours
- Section

Cal Grant GPA Export

Did You Know? Part 3

The **Cal Grant GPA Export** screen will allow users with appropriate permissions to print a **Cal Grant GPA Listing** and create a text file for the **Cal Grant Extract**.

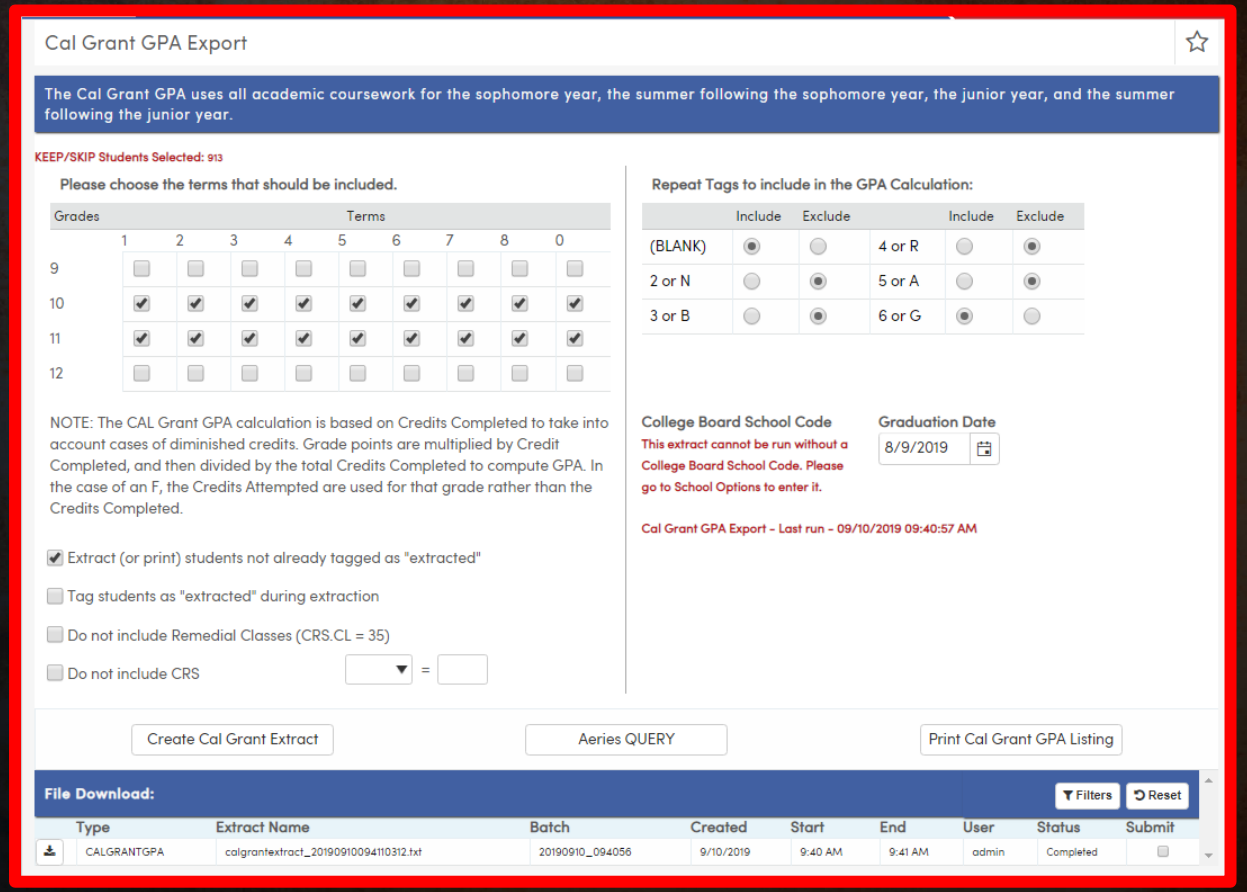
This screen can be accessed from **School Options** | **Imports and Exports** | **Cal Grant GPA Export** in the navigation tree, or by filtering for **Cal Grant** in the pages filter.

Make certain College Board School Code has been entered in School Options.

Use a Query Keep/Skip to select the appropriate students.

Select the appropriate terms

Link to documentation: Cal Grant GPA



Golden State Seal Merit Diploma

Did You Know? Part 3

The **Golden State Seal Merit Diploma** page will allow you to identify the 12th grade students that qualify for this award. It is available while logged in at the School level.

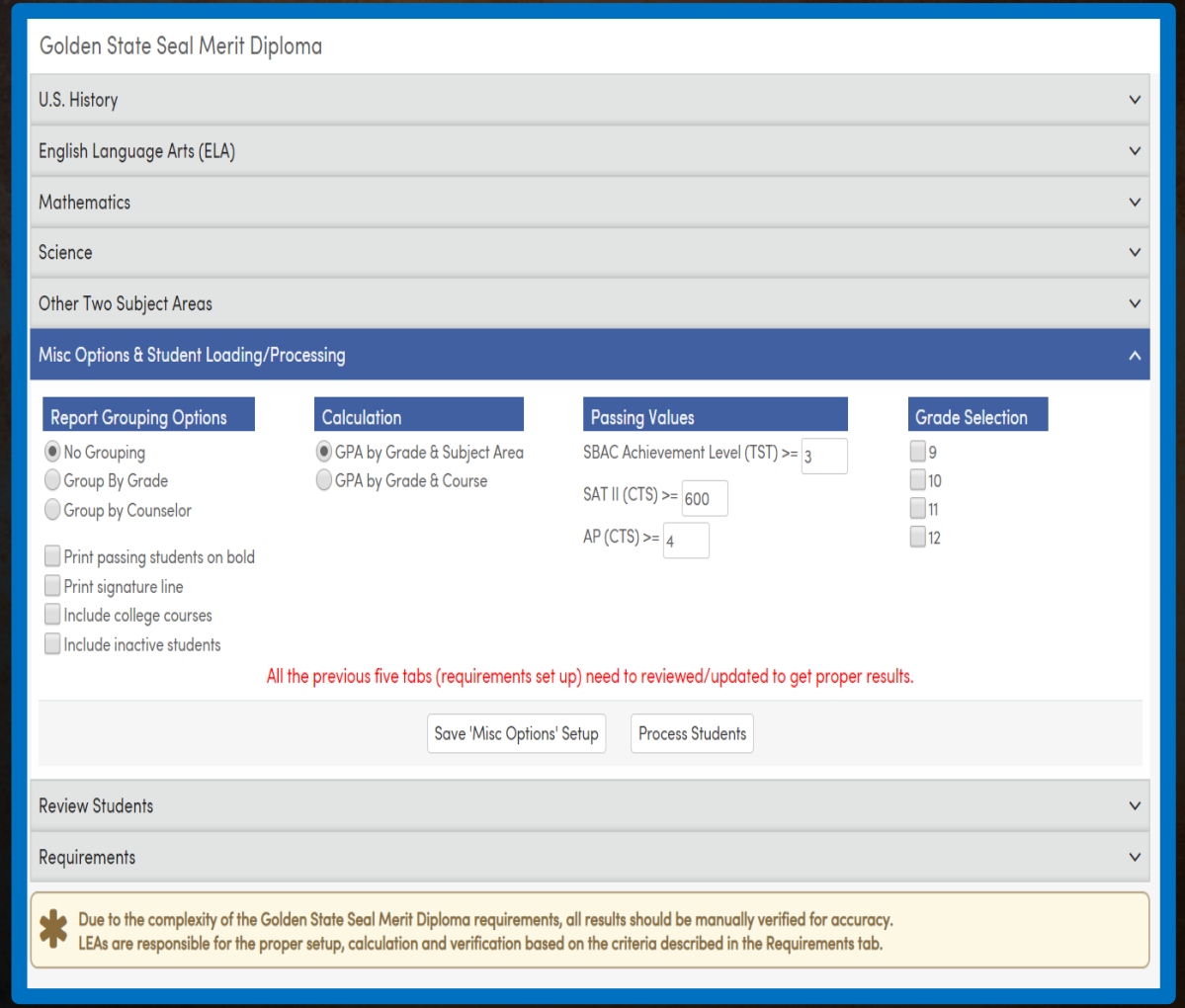
At the end of the school year the form can be used to add Activities and Awards (**ACT**) records for the students that qualified. Students must have STU.HSG code of 100 and completion date populated in Student Data 2.

The **ACT** records are used in the CALPADS collection of Golden State Seal Merit Diploma recipients.

Process

1. Review each subject area tab for appropriate courses, marks, and testing
2. Identify other subject areas that could qualify
3. Make selections for Miscellaneous Options and Loading Process
4. Process and review the students who qualify
5. Update ACT

Link to documentation: Golden State Seal Merit Diploma



Queries for Golden State Seal Merit Diploma

Golden State Seal Query for Qualifying Students

```
LIST STU RTG STU.TG STU.SC STU.SN STU.ID STU.LN STU.FN STU.GR STU.HSG STU.DG
RTG.RNM RTG.QT IF RTG.RNM = "GoldenStateSealMeritDiploma"  AND RTG.QT = "QF"
```

Golden State Seal Query for Non-Qualifying Students

```
LIST STU RTG STU.TG STU.SC STU.SN STU.ID STU.LN STU.FN STU.GR STU.HSG STU.DG
RTG.RNM RTG.QT IF RTG.RNM = "GoldenStateSealMeritDiploma"  AND RTG.QT = "NQ"
```

Did You Know? Part 3

State Seal of Biliteracy

The **State Seal of Biliteracy** page will allow you to identify the 12th grade students that may qualify for this award. It is available while logged in at the School level.

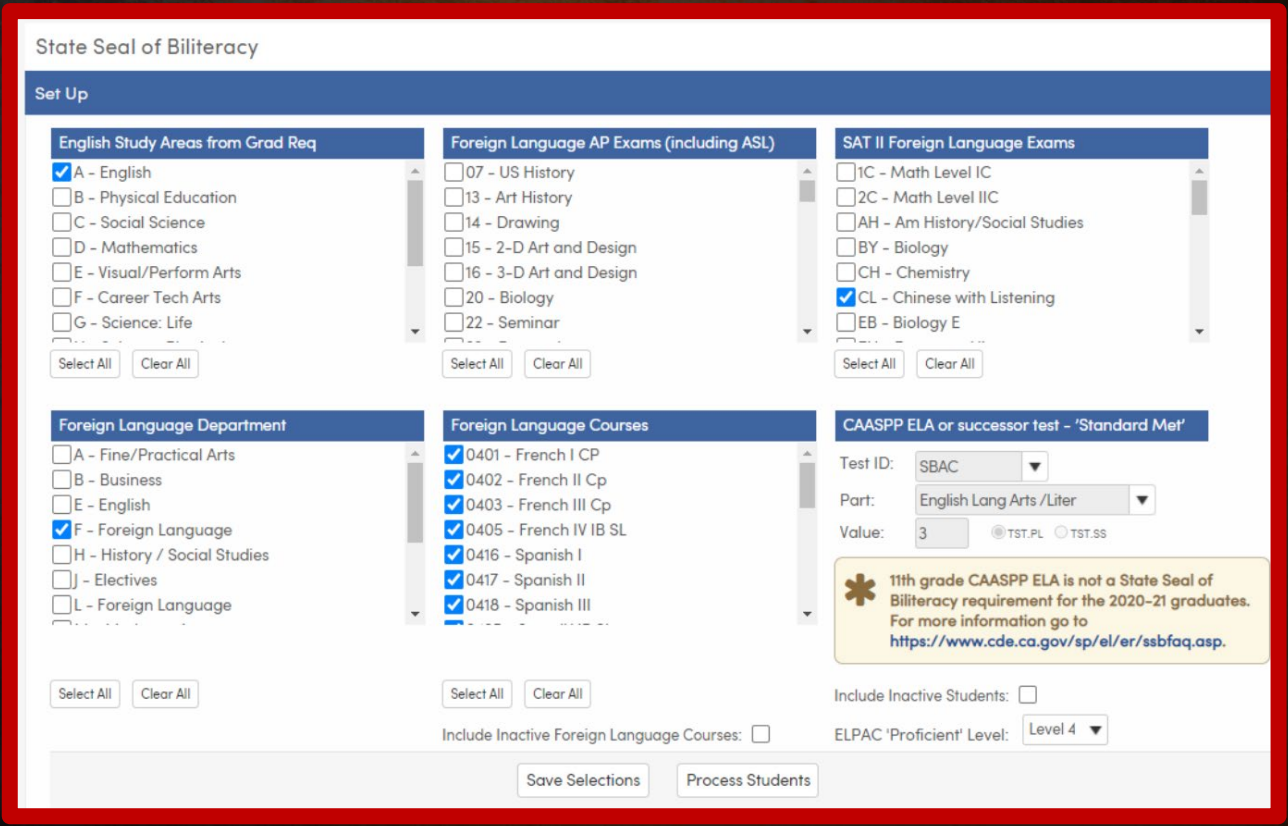
At the end of the school year the form can be used to add Activities and Awards (**ACT**) records for the students that qualified.

The **ACT** records are used in the CALPADS collection of State Seal of Biliteracy recipients.

Process

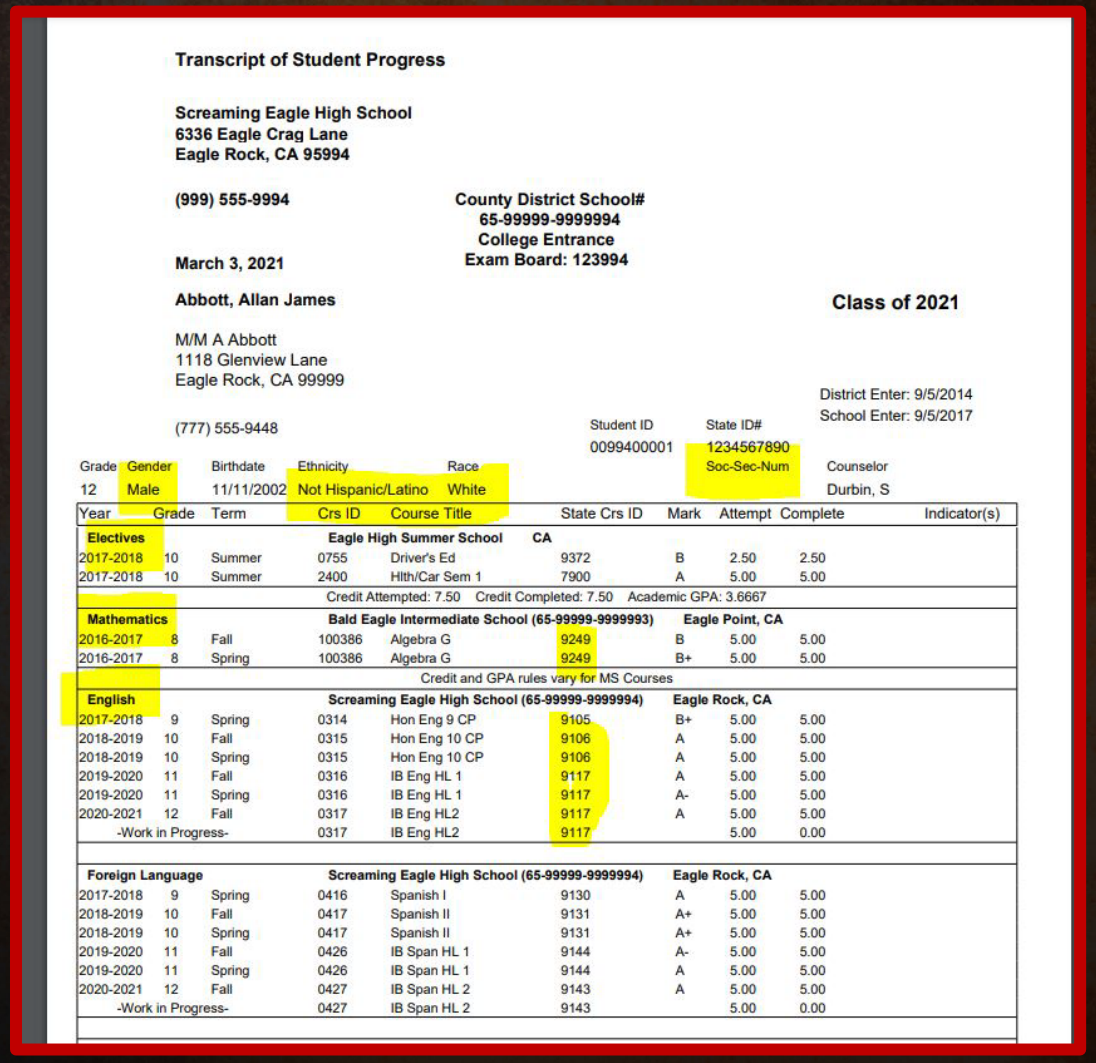
1. Review each course/test tab to identify appropriate courses, departments, and tests that meet the requirements
2. Process and review the students who qualify
3. Update ACT

Link to documentation: State Seal of Biliteracy



Enhanced Transcript Design

- Additional Options in Enhanced 1 Column Design
  - *Demographics Bar*
    - *Ability to Print SS#- must follow the procedure to enable encrypted data*
    - *Ability to Print Gender, Student Race/Ethnicity*
  - Record Details Bar
    - Ability to Print State Course Code
    - Include City/State w/ school is automatic - not an option
    - Ability to Show Department
    - Ability to Group on Department
  - Optional Areas Bar
    - Can print Grad Status and TTP
    - **Cannot print Photo**



Transcript of Student Progress

Screaming Eagle High School
6336 Eagle Crag Lane
Eagle Rock, CA 95994

(999) 555-9994

County District School#
65-99999-9999994
College Entrance
Exam Board: 123994

March 3, 2021

Abbott, Allan James

Class of 2021

M/M A Abbott
1118 Glenview Lane
Eagle Rock, CA 99999

(777) 555-9448

District Enter: 9/5/2014
School Enter: 9/5/2017

Student ID 0099400001
State ID# 1234567890
Soc-Sec-Num

Grade	Gender	Birthdate	Ethnicity	Race	Counselor
12	Male	11/11/2002	Not Hispanic/Latino	White	Durbin, S

Year	Grade	Term	Crs ID	Course Title	State Crs ID	Mark	Attempt	Complete	Indicator(s)
Electives			**Eagle High Summer School CA**						
2017-2018	10	Summer	0755	Driver's Ed	9372	B	2.50	2.50	
2017-2018	10	Summer	2400	Hlth/Car Sem 1	7900	A	5.00	5.00	
Credit Attempted: 7.50 Credit Completed: 7.50 Academic GPA: 3.6667									
Mathematics			**Bald Eagle Intermediate School (65-99999-9999993)**				**Eagle Point, CA**		
2016-2017	8	Fall	100386	Algebra G	9249	B	5.00	5.00	
2016-2017	8	Spring	100386	Algebra G	9249	B+	5.00	5.00	
Credit and GPA rules vary for MS Courses									
English			**Screaming Eagle High School (65-99999-9999994)**				**Eagle Rock, CA**		
2017-2018	9	Spring	0314	Hon Eng 9 CP	9105	B+	5.00	5.00	
2018-2019	10	Fall	0315	Hon Eng 10 CP	9106	A	5.00	5.00	
2018-2019	10	Spring	0315	Hon Eng 10 CP	9106	A	5.00	5.00	
2019-2020	11	Fall	0316	IB Eng HL 1	9117	A	5.00	5.00	
2019-2020	11	Spring	0316	IB Eng HL 1	9117	A-	5.00	5.00	
2020-2021	12	Fall	0317	IB Eng HL2	9117	A	5.00	5.00	
-Work in Progress-			0317	IB Eng HL2	9117		5.00	0.00	
Foreign Language			**Screaming Eagle High School (65-99999-9999994)**				**Eagle Rock, CA**		
2017-2018	9	Spring	0416	Spanish I	9130	A	5.00	5.00	
2018-2019	10	Fall	0417	Spanish II	9131	A+	5.00	5.00	
2018-2019	10	Spring	0417	Spanish II	9131	A+	5.00	5.00	
2019-2020	11	Fall	0426	IB Span HL 1	9144	A-	5.00	5.00	
2019-2020	11	Spring	0426	IB Span HL 1	9144	A	5.00	5.00	
2020-2021	12	Fall	0427	IB Span HL 2	9143	A	5.00	5.00	
-Work in Progress-			0427	IB Span HL 2	9143		5.00	0.00	

Link to documentation: Transcript Definition Form

Key Takeaways

Need to Know

Work Permit/Internship Setup and Entry
Cal Grant Setup and Process
Mass Add Student Related Data
Golden State Seal Process
State Seal of Biliteracy Process
Single Column Transcript Options

Where to Go

support.aeries.com

Nice to Know

Code Table Setup
Knowledge of GPA calculations
Knowledge of the Course Table
Transcript Definition Setup

Check out these Sessions

- 420 – Intro to Transcripts
- 421-1 – Specialty Transcripts
- 541-1 – Did you Know Part 1
- 541-2 – Did You Know Part 2
- 541-4 – Did You Know Part 4
- 541-5 – Did You Know Part 5
- 605-1 – Career Pathways

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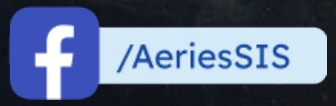
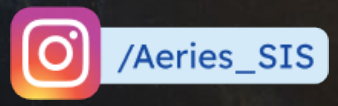
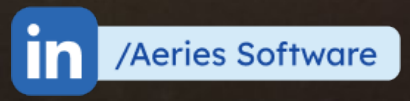
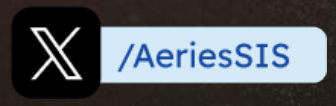
THANK YOU!

Be sure to fill out the survey for this course.
All of your feedback is reviewed and may be used to improve our presentations.









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Share your Feedback:

http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024

AERIESCON