

Session 470 Independent Study Attendance Management

> Presenter Adriana Quick Aeries Support Analyst

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## Welcome to AeriesCon



- Hello! My name is Adriana Quick I have been with Aeries for almost 3 years now. Prior to Aeries I was with Santa Monica-Malibu Unified for 3 years and with Santa Barbara Unified for 13 years.
- Time permitting, I will also go over Independent Study Agreements
- Please make sure and fill out survey after session is complete by visiting the link below:

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

Full Documentation on Independent Study can be found in the link below:

https://support.aeries.com/support/solutions/folders/140001163 39

## AERIESCON

## Independent Study Overview

- The State of CA requires that the reporting of Independent Study MUST be separate from regular attendance.
- Two absence codes must be set up in the Absence Code Table. One must indicate IS work assignments are incomplete and the other must indicate IS work assignment have been completed.
- A code for the Independent Study program must also be setup in the Code table for STU.SP. Students can then be added to the Independent Study program from the Student Data form and the Attendance Enrollment can be updated to place the student into this program.
- Students on long term or short term IS contracts should NOT be recorded as having excused or unexcused absences.

#### **Update Code Table**

A code for Independent Study program must be setup in the Code table for the Student Program (STU.SP) field . Students can then be added to the Independent Study Program.

Updating the Code Table: From the Navigation tree > School Info > Configurations > Update Code Table > Add a code for the "Independent Study " Program. This code will now display on the Student Data form in the STU.SP field drop down.

| Aeries <  | Curre  | ent Tab | ole-Field ( | Codes                 |    |         |          |        |     |       |     |
|---|--------|---------|-------------|-----------------------|----|---------|----------|--------|-----|-------|-----|
| Search students Q   | Table: | STU     | ▼ Field:    | SP 🔻                  |    |         |          |        |     |       |     |
|   |        | Code    |             | Description           | Co | ategory | Amount   | Sort   | Tag | Image | Tro |
| ● 📄 ☆<br>Pages Reports Favorites  |        | dd New  | Record      |                       |    |         |          |        |     |       |     |
| ▼ Filter Pages  |        |         | Regular F   | Program               |    |         | 0.00     |        |     |       |     |
| Google Apps Integration   |        | С       | Concurre    | nt                    |    |         | 0.00     |        |     |       |     |
| Google Staff Integration<br>Identity Provider<br>Configuration                    |        | F       | Infants or  | <sup>-</sup> Toddlers |    |         | 0.00     |        |     |       |     |
| Names and Addresses   |        | G       | 5th Year    | Senior                |    |         | 0.00     |        |     |       |     |
| No Show Setup   |        | н       | Home-Ho     | ospital               |    |         | 0.00     |        |     |       |     |
| Physical Fitness Setup  |        |         | Independ    | lent Study            |    |         | 0.00     |        |     |       |     |
| Skills Mastery Config   |        |         | independ    | lefit olddy           |    |         | 0.00     |        |     |       |     |
| Status Code Color<br>Assignments  |        | Ν       | No ADA      |                       |    |         | 0.00     |        |     |       |     |
| Student Data Sharing<br>Config (BETA)   |        | Ρ       | Preschoo    | l Sped                |    |         | 0.00     |        |     |       |     |
| Streets   |        |         | 0.000       |                       |    |         | 0.00     |        |     |       |     |
| Testing Control Table   |        | S       | SDC         |                       |    |         | 0.00     |        |     |       |     |
| Update Code Table   |        | Т       | TK No AD    | А                     |    |         | 0.00     |        |     |       |     |
| Update Global Messages<br>Update Suspendable                                      |        | Х       | Private So  | chool                 |    |         | 0.00     |        |     |       |     |
| Update Suspendable<br>Offense Codes<br>Update Links for Online<br>Resource Center |        |         |             |                       |    |         | 🕽 Add Ne | ew Rec | ord |       |     |



#### **Update Absence Code Table**

Two Absence codes must be setup in the Absence Code Table. One must indicate Independent Study work <u>Incomplete</u> and the other must indicate Independent Study work <u>Complete</u>.

Updating Absence Code Table: From Navigation Tree > Attendance Accounting > Configurations > Update Absence Code Table

| Attendance Accounting | ^ |
|-----------------------|---|
| Configurations        | ^ |
| Update Absence Codes  |   |



### **Update Absence Code Table**

Example N=Incomplete

• Code : N

Code

Ν

- Description : ID STD INC
- Abbreviation : ISU

Update Attendance Code

Partial Day > 30 Minutes Truant

Incomplete Independent Study

Temporarily Not Enrolled

Description

ID STD INC

Count for ADA

Show on letters

Show on grades

Print on Reports

Send to Dialer

Suspension

Independent Study Option: Incomplete •

Abbreviation

ISU

Add

Chanae

Verified Not Absence and <u>Count for ADA flag set to NO</u>



#### Example Q = Complete

- Code: Q •
- **Description : ID STD COM**
- Abbreviation : ISC
- Independent Study Option : Complete
- Verified Not Absence and Count for ADA flag set to YES

|   | 이는 사람은 것은 이 가슴을 만들어야 한다. 그는 것은 것은 것은 것은 것은 것은 것은 것은 것은 것을 수 있다. 것은 것은 것은 것은 것은 것은 것은 것을 수 있다. 것은 것은 것은 것은 것은 것은 | . 방송 1월 17일 - 일상 및 HELEO 등 등 가장에서 관련하게 많이 있었다.                                    |
|---|---|---|
| ype of Attendance   | Update Attendance Code  | Type of Attendance  |
| Unverified absences usually code "A"  | Code Description Abbreviation   | Unverified absences usually code "A"  |
| Tardy to class usually code "T"   | Q ID STD ISC  | Tardy to class usually code "T"   |
| Present in class (positive attendance)  | Count for ADA   | Present in class (positive attendance)  |
| Excused absence - verified  | Show on letters   | Excused absence - verified  |
| Unexcused absence - verified  | Show on grades  | Unexcused absence - verified  |
| Excused tardy – verified  | Send to Dialer  | Excused tardy - verified  |
| Unexcused tardy - verified  | Print on Reports  | Unexcused tardy - verified  |
| Verified NOT ABSENT. Examples are school activity, independent study, home study, | Suspension  | Verified NOT ABSENT. Examples are school activity, independent study, home study, |
| etc.  | Partial Day > 30 Minutes Truant   | etc.  |
|   | Temporarily Not Enrolled  |   |
|   | Complete Independent Study  |   |
| Delete Print  | Add Char  | nge Delete Print  |

## **Independent Study Master Schedule Config**



In order to report the Independent Study sections correctly to CALPADS, only IS students should be enrolled in an IS section. A value of Y in the Independent Study Indicator (MST.ISI) field will report the section as IS in the CALPADS extract

Master Schedule

Note: Alt Ed Sched Enabled – This option will allow sections in traditional high school to be flagged as an Alternative Education Section if in School Settings you have <u>Allow</u> <u>Individual Sections to be Flagged for</u> <u>Alt Ed Scheduling</u>. See documentation for Alt Ed Scheduling for Individual Sections for more information.

https://support.aeries.com/support /solutions/articles/14000131753alt-ed-scheduling-for-individualsections

| MIC   | 1816          | rəc    | net   | Jule             |                      |             |               |              |                              |                  |                   |                  |      |        |              |                |           |          |              |        |            |                |       |
|-------|---------------|--------|-------|------------------|----------------------|-------------|---------------|--------------|------------------------------|------------------|-------------------|------------------|------|--------|--------------|----------------|-----------|----------|--------------|--------|------------|----------------|-------|
| Secti | on I          | Period | Blk   | Sem              |                      |             |               | Class (      | Calendar                     |                  |                   |                  |      | C      | ourse        |                | Teac      | her      | Role         | High   | ly Qlfd To | hr R           | oom   |
| 43    |               | 0      | 1     | Y                | Tŀ                   | -IP-7/5/    | /2021 to      | 8/5/202      | 2 ( 270 days                 | ) View           | Calenc            | lar              | 0304 | - En   | glish 12     | СР             | 816 - T   | urner    |              |        | Н          | C              | CD3   |
| Cr    | edit          | 5      | Schoo | 1                | Prgm                 | Н           | rly Prg       | Exc          | lude A                       | DA               | Supp              | Att              | Tch  | 2      | Role         | H              | QT T      | ch#3     | Rol          | e      | HQT        | Mu             | ltiTo |
| 5.    | 00            |        |       | _                |                      |             |               |              |                              | ΝÇ               |                   |                  |      |        |              |                | -         |          |              |        |            |                |       |
| G     | rd Ro         | inge   |       | SchGr            | p                    | TmCrs0      | P             | Team#        | SemGp                        | Tr               | ack               | Gend             | er   | Sp     | litTerm      | N              | Aon '     | Tue      | Wed          |        | Thu        | Fri            |       |
|       | 11-1          | 2      |       |                  |                      |             |               | 0            |                              |                  |                   |                  |      | Μ      | TWTF         | _              | <b>v</b>  | <b>V</b> | $\checkmark$ |        | <b>V</b>   | $\checkmark$   |       |
| Clo   | ass IC        | )      | Max   | To               | otal                 | Male        | Femal         | 0            | Other Gend                   | ler              | Left              |                  | Mu   | lti-Sc | hool Gr      | adeboo         | k Enabled |          |              | A      | t Ed Sche  | d Enab         | led   |
|       | 0             |        | 38    | 3                | 37                   | 20          | 17            |              | 0                            |                  | 1                 |                  |      |        |              |                |           |          |              | l      | (          | )              |       |
|       |               |        | Ed    | Svc              |                      |             | Lang<br>Instr |              | Instr                        | Strateg          | y                 |                  | Fur  | -      | CTE<br>Prvdr | CTE V-<br>Code | Ind Stud  | Dist Lr  | ng Itir      | nerant | Teacher    | Exer<br>Time R |       |
| Inst  | Desi<br>truct | ion Bu | t Not | I Integ<br>Prime | grated E<br>ary Lang | LD<br>guage | _             | Stru<br>Engl | ctured Engli<br>ish Models ( | sh Imm<br>NO LOI | ersion/<br>NGER I | /Other<br>N USE) | -    | -      | _            | 0              | Yes       | _        |              | _      |            |                |       |

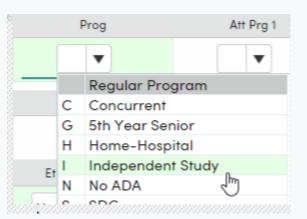
### Independent Study Program Add and Update Attendance Enrollment



To add a student to the IS program, Go to Student Data > Demographics page Click Change at bottom of page to populate the Program field – Select IS code and click Save The following message will display in red. This message indicates that the student's Attendance Enrollment needs to be updated to match the Student Demographics.

|              | llan (AJ       | ) Abbot    | t~ 🤅         | Ð                     |                      |               |               |              |                        |                |            |               |          | Flags        | 3       | Programs 💧  |
|--------------|----------------|------------|--------------|-----------------------|----------------------|---------------|---------------|--------------|------------------------|----------------|------------|---------------|----------|--------------|---------|-------------|
|              | Stu#           |            | Last Name    |                       | First Name           | 1             | Middle Name   |              | Suffix                 |                | Gende      | r             | Grd      | Age          |         | Birthdate   |
|              | 1              |            | Abbott       |                       | Allan                |               | James         |              |                        |                | Nonbing    | iry           | 12       | 17           |         | 11/11/2001  |
| 92 7         | Perm ID        | #          | Last Alias   |                       | First Alias          | 1             | Middle Alias  |              |                        |                | Birth      | Verif         |          |              |         | Status      |
|              | 99400          | 001        |              |                       | AJ                   |               |               |              |                        | Ho             | ospital Ce | ertificate (2 | )        |              |         | Active      |
| ident Data 1 | Student        | t Data 2   |              |                       |                      |               |               |              |                        |                |            |               |          |              |         |             |
|              |                |            | Residenc     | e Address             |                      |               |               | Ma           | ling Addre             | NG 8 🚺         |            |               |          |              |         | Addr. Verif |
| C            | Change Ac      | ldress     |              | lenview L<br>Rock, CA | lane<br>\ 99999-1234 |               |               |              | 3 Fake St<br>Igle Rock | t<br>, CA 9999 | 9-1234     |               |          |              |         |             |
| Grid Code    |                |            |              | Re                    | sSchl                |               |               | IntDis       | r -                    | TransDist      |            | IntDist Ex    | (p Dt    |              | Nam     | e Addr Ver  |
|              |                |            | Screami      | ng Eagle              | High School          | (99 <b>4)</b> |               |              |                        |                | _          |               |          |              | 8/      | 28/2017     |
|              | Parent/Gua     | rdian      |              |                       |                      |               | Telephone     |              | Extn                   |                |            | St            | udent Co | ntact Info   |         |             |
| Name:        | <u>м/м а а</u> | bbott      |              |                       |                      | Primary:      | (777) 555-94  | 448          |                        |                | Stu        | dent's Ema    | il: stu  | dent@aeri    | ies.co  | m           |
| Ed Lvl:      | Some Co        | llege (12) |              |                       | Father Work -        | Adam A:       | (777) 555-75  | 537          |                        |                | Stud       | ent's Mobil   | e:       |              |         |             |
|              |                |            |              |                       | Stepmother /         | Mbl - Sar:    | (777) 569-14  | 198          |                        |                | Noti       | fication Pre  | əf:      |              |         |             |
| Prog         |                | Att Prg 1  |              | Att Prg 2             | 1                    |               | Dist Enter Dt |              |                        | Schl           | Enter Dt   |               |          | Sch          | l Leav  | e Dt        |
|              | -              |            |              |                       |                      |               | 11/11/2006    |              |                        | 9/5            | /2013      |               |          |              |         |             |
|              | Counselor      |            | Locker       |                       | Records Re           | elease        | SM            | DM           |                        |                |            | Family        | у Кеу    |              |         |             |
| 70           | 8 - Durbin     | , S        | 0001         |                       |                      |               | 9             | 1            |                        |                | 1480       | Siblings      | Sibling  | Lookup       |         |             |
| Ethnicity    |                | Race       | CorrLng      |                       | RptgLng              |               |               | LangFlu      |                        |                |            | Birth City    |          | Stat         | е       | Country     |
| Ν            | _              | White      | English      |                       | Spanist              | <u> </u>      | E             | nglish Learn | er (L)                 |                |            | Hermosill     | 0        | SC           | )       | MX          |
| User1        | User2          | User3      | User4        | Bond                  | GATE                 | User7         | User8         | User9        | , I                    | User10         | User11     | Usi           | er12     | User13       |         | Message     |
|              |                |            | Ν            |                       | G                    | С             |               |              |                        |                |            |               |          |              |         |             |
| Next Schl    | N              | ext Grd    | Ne           | xt Tchr               |                      | Sched         | Grp           |              | Alge                   | bra 1          |            |               | Higl     | h School Phy | sical F | tness       |
|              |                | 13         | Unass        | igned (0              | )                    | No Gr         | oup           |              | Requirer               | ment Met       |            |               |          | Passe        | əd      |             |
| Next (       | Grid Code      |            | Next Prg     | Ne                    | ext Prg 1            | Next          | Prg 2         |              |                        |                |            |               |          |              |         |             |
|              |                |            |              |                       |                      |               |               |              |                        |                |            |               |          |              |         |             |
|              | ResSchl        |            | Next IntDist |                       | NL.                  | ext TransDist |               |              |                        |                |            |               |          |              |         |             |

Import Add Change Delete Update Attendance



| Next T   | chr         | Sched Grp          | Algebra 1                         |
|----------|-------------|--------------------|-----------------------------------|
| Jnassigr | ned (0)     | No Group           | Requirement Met                   |
|          | Next Prg 1  | Next Prg 2         |                                   |
|          |             |                    |                                   |
| ntDist   |             | Next TransDist     |                                   |
|          |             |                    |                                   |
|          | Import From | m AIR Add Change   | Delete Update Attendance          |
|          | Reports Ta  | ke Student Picture | pload Student Picture Quick Print |

## Attendance Enrollment Continued



| uk         | Attenda<br>botto<br>Demo<br>odate s<br>v | on the<br>ance bu<br>m of th<br>graphic<br>tudent'<br>vith IS o | utton<br>e Stu<br>cs fo<br>'s en<br>code | n at th<br>udent<br>rm to<br>rollm | t<br>ent |             |              | <u>En</u>    | student<br>Iter Date<br>Ill start I | <u>e</u> : The las<br>will be in<br>program<br><u>e</u> : First day<br>ndepende<br>Click OK | regular<br>/ studer | nt     |           | stı<br>Enroll<br>e | uden<br>men<br>enter | t's A<br>t dis<br>recc | tteno<br>plays<br>ord ir | ee the<br>dance<br>s the ne<br>n the<br>Program |          |  |
|------------|--|---|--|------------------------------------|----------|-------------|--------------|--------------|-------------------------------------|---|---------------------|--------|-----------|--------------------|----------------------|------------------------|--------------------------|---|----------|--|
| Import Add | Change                                   | Delete Up   | pdate A                                  | Attendan                           | ce       |             |              |              |                                     |   | Cur                 | rent A | ttendance | Enrollr            | nent                 |                        |                          |   |          |  |
|            |  |   | Atte                                     | endance                            | e Chang  | ge Form     |              |              |                                     |   |                     |        |           |                    |                      |                        |                          |   |          |  |
| Leave Date | Grade                                    | Program   | Att<br>Pgm1                              | Att<br>Pgm2                        | Track    | NPS<br>SpEd |              |              | District of<br>Residence            | Reason  |                     |        | Date      | Ent/Lv             | Grd                  | Prg                    | Trk                      | Reason  | NextSchl |  |
| 3/3/2021 💌 | 12                                       |   |  |                                    |          | 3030228     | 0            |              |                                     | 440 🔻   |                     |        | 3/4/2021  | Ε                  | 12                   | I                      |                          |   | 0        |  |
| Enter Date | Grade                                    | Program   | Att<br>Pgm1                              | Att<br>Pgm2                        | Track    | NPS<br>SpEd | Rptg<br>Schl | Intr<br>Dist | District d<br>Residence             | Reason  | 1                   |        | 3/3/2021  | L                  | 12                   |                        |                          | 440   | 0        |  |
| 3/4/2021 🔻 | 12                                       | 1   |  |                                    |          | 99999994    | 0            |              |                                     | ▼   |                     |        | 7/15/2020 | Ε                  | 12                   |                        |                          |   | 0        |  |
|            |  |   | OK                                       | Cance                              | el       |             |              |              |                                     |   |                     | J      |           |                    |                      |                        |                          |   |          |  |

#### **Updating Student Attendance**



Update the Attendance for all the dates the student will be attending Independent Study with the Independent Study Incomplete attendance code, or you can choose to manually enter the Attendance for each day

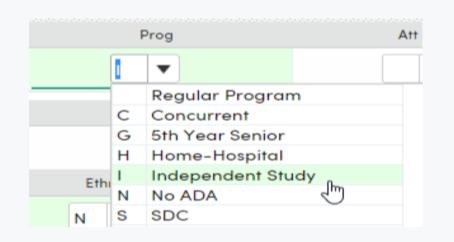
From Student Data > Attendance > Click on Update ATT Data and select the date range and correct absence code

| Attend    | ance                |           |                                  |                 |                                |               |        |           |       |    |
|-----------|---------------------|-----------|----------------------------------|-----------------|--------------------------------|---------------|--------|-----------|-------|----|
| G         | Allan (AJ)          | Abbott    | ~ (                              | Э               |                                |               |        |           |       |    |
| AbsLtr: 1 | Date: 1/7/2021      | TdyLtr: 0 | Date:                            |                 |                                |               |        |           |       |    |
| Attend    | lance Caler         | ndar      |                                  |                 |                                |               |        |           |       |    |
| Q01/11    | TT -                | Q 01/12   | UT                               | Q 01/13         |                                | ₽01/14 U      | JU-U - | Q 01/15   | U-U   |    |
| Q 01/18   | HOLIDAY             | Q 01/19   | U                                | Q 01/20         |                                | Q01/21 1      | r      | Q 01/22   | T     |    |
| Q 01/25   | UT                  | Q 01/26   | T                                | Q01/27 U        | 0000 -                         | Ø01/28 U U    | JUUU - | Q 01/29   |       |    |
| Q 02/01   | UT                  | Ø02/02 S  | SSS S                            | Q 02/03 S       | ISSS S                         | ₽02/04 S      | SSS S  | Q 02/05 S | SSS S |    |
| Q 02/08   | s SSS S             | Q 02/09   |                                  | Q 02/10         |                                | Q 02/11       |        | Q 02/12   |       |    |
| Q 02/15   | HOLIDAY             | Q 02/16   |                                  | Q 02/17 U       | UU                             | Q 02/18       |        | Q 02/19   |       |    |
| Q 02/22   | T                   | Q 02/23   | KKK K                            | Q 02/24         |                                | Q 02/25       |        | Q 02/26   |       | 1. |
| Q 03/01   | UUUU -              | Q 03/02   |                                  | <b>90</b> 03/03 |                                | Q 03/04       |        | Q 03/05   |       |    |
| Q 03/08   |                     | Q 03/09   |                                  | Q 03/10         |                                | Q 03/11       |        | Q 03/12   |       |    |
| Q 03/15   |                     | Q 03/16   |                                  | Q 03/17         |                                | Q 03/18       |        | Q 03/19   |       |    |
| Q 03/22   |                     | Q 03/23   |                                  | Q 03/24         |                                | Q 03/25       |        | Q 03/26   |       |    |
| Q 03/29   |                     | Q 03/30   |                                  | Q 03/31         | & -                            | Q 04/01       |        | Q 04/02   |       |    |
| Q 04/05   |                     | Q 04/06   |                                  | Q 04/07         |                                | Q 04/08       |        | Q 04/09   |       |    |
| Q 04/12   |                     | Q 04/13   |                                  | Q 04/14         |                                | Q 04/15       |        | Q 04/16   |       | -  |
| Update A  | Fill Periods: All d | ·         | go in every per<br>rint Attendan |                 | as classes. ▼<br>efresh Totals | Print Readmit | Slip   |           |       |    |

|                            | Jpdate Atte     | ndana   | e Data               |            |                    |         | ×                  |       |
|----------------------------|-----------------|---------|----------------------|------------|--------------------|---------|--------------------|-------|
|                            |                 |         | Abbott,              | Allan Jarr | nes                |         |                    |       |
|                            | Starting dat    | te      | Ending               | g date     |                    | Reason  |                    |       |
|                            | 03/04/2021      | ä       | 03/10/20             | 21         | N - ID             | STD INC | •                  |       |
|                            | 🗹 Update Al     | Day c   | ode with             | this reaso | n.                 | 6       |                    |       |
|                            | Fill All clas   | s perio | ds with th           | nis reason |                    |         |                    |       |
|                            |                 |         | Updat                | e Canc     | el                 |         |                    |       |
|                            |                 | ******  | estestestesteste     | ********** | ******             | ****    |                    |       |
| Attendance                 |                 |         |                      |            |                    |         |                    |       |
| G Allan (A                 | AJ) Abbott ~    | Э       |                      |            |                    |         |                    |       |
| AbsLtr: 1 Date: 1/7/202    | 1 TdyLtr: 0 Dat | 0:      |                      |            |                    |         |                    |       |
| Attendance Cal             | endar           |         |                      |            |                    |         |                    |       |
| Ø02/22 T                   | © 02/23 KK      | кк      | Q 02/24              |            | Q 02/25            |         | Q 02/26            |       |
| Q 03/01 U UUUU -           |                 |         | <b>9</b> 03/03       |            | Q 03/04 N          | NNN N   | Q 03/05 N          | NNN N |
| Q 03/08 N NNN N<br>Q 03/15 | 0               | N N     | Q 03/10 N<br>Q 03/17 | NNN N      | Q 03/11<br>Q 03/18 |         | Q 03/12<br>Q 03/19 |       |
|                            |                 |         | -                    |            |                    |         |                    |       |



When student returns from Independent Study, <u>remove</u> the Independent Study code from Program field (STU.SP) > Click on Update Attendance button at the bottom of Student Demographics > The Update Student Attendance form will display.



<u>Leave Date:</u> Enter the last day the student will be in Independent Study <u>Enter Date:</u> Enter the first day the student will start back in Regular Program

|              |       |         | Atte        | ndance      | e Chang | ge Form     |              |                          |        |
|--------------|-------|---------|-------------|-------------|---------|-------------|--------------|--------------------------|--------|
| Leave Date   | Grade | Program | Att<br>Pgm1 | Att<br>Pgm2 | Track   | NPS<br>SpEd | Rptg<br>Schl | District of<br>Residence | Reason |
| 3/11/2021 🔻  | 12    | I.      |             |             |         | 3030228     | 0            |                          | 440 🔻  |
| Enter Date   | Grade | Program | Att<br>Pgm1 | Att<br>Pgm2 | Track   | NPS<br>SpEd | Rptg<br>Schl | District of<br>Residence | Reason |
| 03/12/2021 🔻 | 12    |         |             |             |         | 9999994     | 0            |                          | •      |
|              |       |         | ок          | Cance       |         |             |              |                          |        |

**Current Attendance Enrollment** 

Update Attendance button at the bottom of Student Demographics Screen

Delete Update Attendance

Import Add Change

Attendance Enrollment will now reflect the change

|  | Date      | Ent/LV | Gra | Prg | Ink | Reason | NextSchi |  |
|--|-----------|--------|-----|-----|-----|--------|----------|--|
|  | 3/12/2021 | E      | 12  |     |     |        | 0        |  |
|  | 3/11/2021 | L      | 12  | 1   |     | 440    | 0        |  |
|  | 3/4/2021  | E      | 12  | 1   |     |        | 0        |  |
|  | 3/3/2021  | L      | 12  |     |     | 440    | 0        |  |
|  | 7/15/2020 | E      | 12  |     |     |        | 0        |  |

### Change Incomplete Code to Complete in ATT

The teacher must provide a document indicating which dates the student completed the assignments. The Incomplete attendance code can then be changed to the Complete attendance code for the dates given.

From Attendance form, click on the Incomplete Attendance code and enter the Complete code. Press Enter to change the code.



| Q02/22   | T         | - Q02/23  | KKK K   | Q02/24          |      | Q02/25   |      | Q02/26   |       |
|----------|-----------|-----------|---------|-----------------|------|----------|------|----------|-------|
| Q03/01 U | UUUU      | - Ø 03/02 |         | <b>90</b> 03/03 |      | ₽03/04 Q | QQQQ | Ø03/05 Q | QQQ Q |
| Q03/08 Q | QQQ       | Q Q 03/09 | Q QQQ Q | Q03/10 Q        | QQQQ | Q03/11   |      | Q 03/12  |       |
| Q03/15   |           | - Q 03/16 |         | Q 03/17         |      | Q 03/18  |      | Q 03/19  |       |
|          | na ann an |           |         | เมามีการการกา   |      |          |      |          |       |

Changing Incomplete Code to Complete can also be accomplished on the Attendance Management form. See documentation for more information: <u>https://support.aeries.com/support/solutions/articles/140</u> <u>00093306-attendance-management</u>

#### Independent Study Attendance Reports

#### **Monthly Attendance Summary**

From View All Reports the Monthly Att Summary report is available. The Student Program (STU.SP) attendance totals will be separate from the regular program students

|            |           |      |                        |       |                          | Sc     | ream                      | ing           | Eag                      | le Hi         | gh Sc                         | :hoo            | I                 |                                 |                            |                | 3/3/2021<br>1:40 PM |
|------------|-----------|------|------------------------|-------|--------------------------|--------|---------------------------|---------------|--------------------------|---------------|-------------------------------|-----------------|-------------------|---------------------------------|----------------------------|----------------|---------------------|
| 202        | 20-2021   |      |                        |       |                          | Ν      | IONTH                     | LY A          | TTEN                     | DANCE         | SUMM                          | ARY             |                   |                                 |                            |                | Page 5              |
| Pro        | ogram I I | ndep | endent                 | Study | ,                        | M      | onth 9 -                  | From          | 2/15/20                  | 21 Thro       | ugh 3/12                      | /2021           |                   |                                 |                            |                |                     |
| Τ          |           | Α    | В                      | С     | D                        | E      | F                         | G             | H                        | 1             | J                             | K               | L                 | Μ                               | N                          | 0              | Р                   |
|            |           | Tchg | Enroll-                | Gains | Total                    | Losses | Ending                    | Days          | Days                     | Actual        | Total                         | Total           | Percent           | Loss at                         | Y                          | EAR TO D       | DATE                |
| Gra<br>Lev |           | Days | ment<br>Carried<br>Fwd |       | Enroll-<br>ment<br>(B+C) |        | Enroll-<br>ment (D-<br>E) | Not<br>Enroll | Non-<br>Apport<br>Attend | Days<br>(A*D) | Apport<br>Attend<br>(A*D)-G-H | A.D.A.<br>(J/A) | Attend<br>J/(I-G) | End of<br>Last<br>School<br>Day | Total Apport<br>Attendance | Days<br>Taught | Total ADA<br>(N/O)  |
| 9          | TOTAL     | 19   | 4                      | 3     | 7                        | 1      | 6                         | 42            | 11                       | 133           | 80                            | 4.21            | 87.91%            | 0                               | 400                        | 169            | 2.37                |
| 10         | TOTAL     | 19   | 5                      | 0     | 5                        | 1      | 4                         | 14            | 1                        | 95            | 80                            | 4.21            | 98.77%            | 0                               | 469                        | 169            | 2.78                |
| 11         | TOTAL     | 19   | 2                      | 1     | 3                        | 1      | 2                         | 14            | 3                        | 57            | 40                            | 2.11            | 93.02%            | 0                               | 262                        | 169            | 1.55                |
| 12         | TOTAL     | 19   | 1                      | 1     | 2                        | 1      | 1                         | 13            | 1                        | 38            | 24                            | 1.26            | 96.00%            | 0                               | 135                        | 169            | 0.80                |
| TC         | DTAL 9-12 | 19   | 12                     | 5     | 17                       | 4      | 13                        | 83            | 16                       | 323           | 224                           | 11.79           | 93.33%            | 0                               | 1266                       | 169            | 7.49                |
| F          | PROGRAM   | 19   | 12                     | 5     | 17                       | 4      | 13                        | 83            | 16                       | 323           | 224                           | 11.79           | 93.33%            | 0                               | 1266                       | 169            | 7.49                |

#### Monthly Attendance Report

The Student Program (STU.SP) attendance totals will be a separate page from the regular program students. This report shows the details of what the monthly attendance summary is counting

|         |                          |       |       |       | Sc    | re    | an    | nin     | g     | Ea    | gl     | e ł   | lig   | jh :  | Sc    | h     | ool    |       |       |       |       |          |          | 3/3/2021<br>1:44 PM |
|---------|--------------------------|-------|-------|-------|-------|-------|-------|---------|-------|-------|--------|-------|-------|-------|-------|-------|--------|-------|-------|-------|-------|----------|----------|---------------------|
| 2020-2  | 2021                     |       |       |       |       | MC    | DNT   | THL     | YA    | TTE   | ENC    | )AN   | CE    | RE    | PO    | RT    |        |       |       |       |       |          |          | Page 62             |
|         |                          |       |       |       | N     | lont  | h 9   | - Fre   | om 2  | 2/15  | 202    | 1 Tł  | rou   | gh 3  | 3/12  | 202   | 1      |       |       |       |       |          | G        | Grade 12            |
| Progra  | am I Independent Stu     | ıdy   |       |       |       |       |       |         |       |       |        |       |       |       |       |       |        |       |       |       |       |          |          |                     |
| 071.04  | Obudant Name             | 02/15 | 02/16 | 02/17 | 02/18 | 02/19 | 02/22 | 2 02/23 | 02/24 | 02/25 | 02/26  | 03/01 | 03/02 | 03/03 | 03/04 | 03/05 | 03/08  | 03/09 | 03/10 | 03/11 | 03/12 | Not      |          | Total               |
| STU#    | Student Name             | MON   | TUE   | WED   | THU   | FRI   | MON   | I TUE   | WED   | THU   | FRI    | MON   | TUE   | WED   | THU   | FRI   | MON    | TUE   | WED   | THU   | FRI   | Enrolled | Absences | Apport              |
| 000001+ | +- Abbott, Allan J.      | HOL   | N/E   | N/E   | N/E   | N/E   | N/E   | N/E     | N/E   | N/E   | N/E    | N/E   | N/E   | N/E   | ISC   | ISC   | ISC    | ISC   | ISC   |       | N/E   | 13       | 0        | 6                   |
| 001975  | Pelletier, Joseph A.     | HOL   |       |       |       |       |       |         |       |       |        |       |       |       |       |       |        |       |       | DR    |       | 0        | 1        | 18                  |
|         | Daily Apportionment:     | 0     | 1     | 1     | 1     | 1     | 1     | 1       | 1     | 1     | 1      | 1     | 1     | 1     | 2     | 2     | 2      | 2     | 2     | 1     | 1     |          |          | 24                  |
| Grade T | otals: Days Taught: 19   | С     | arrie | d For | ward  | :1    | (     | Gains   | :1    | То    | tal: 2 |       | Los   | ses:  | 1     | E     | Inding | g Enr | ollme | nt: 1 | 1     | 13       | 1        | 24                  |
|         | Daily Apportionment:     | 0     | 12    | 12    | 13    | 13    | 13    | 11      | 11    | 12    | 11     | 12    | 12    | 11    | 12    | 11    | 11     | 12    | 12    | 11    | 12    |          |          | 224                 |
| Program | n Totals:Days Taught: 19 | С     | arrie | d For | ward  | :12   | (     | Gains   | : 5   | То    | tal: 1 | 7     | Los   | ses:  | 4     | E     | Inding | g Enr | ollme | nt: 1 | 13    | 83       | 16       | 224                 |



## **Monthly Attendance Summary Report Continued**

#### Monthly Attendance Summary Legal Size Version Incomplete IS and Complete IS Attendance totals are displayed in separate columns

| cepo | rt Options  |
|------|---|
|      | Report Format: PDF 🔹                                |
|      | Report Delivery: None                               |
|      | Print For Which Month?                              |
|      | 1: 07/04/2022-07/29/2022 🔻                          |
|      | Recompute YTD Information: 🗹                        |
|      | Recomputing Month 1 will delete ALL records in YTD. |
|      | Re-run ALL Months up to the selected month:         |
|      | Ignore AP1 and AP2:                                 |
|      | Print Legal size for Unv Abs and I.S.:              |

|            |       |                 |         |                  |        |                   | S           | crea             | ming          | Eag                           | le Hi           | gh S              | cho  | ol         |                      |                      |                           |                | 3/3/2021<br>1:42 PM |
|------------|-------|-----------------|---------|------------------|--------|-------------------|-------------|------------------|---------------|-------------------------------|-----------------|-------------------|------|------------|----------------------|----------------------|---------------------------|----------------|---------------------|
| 2020-2021  |       |                 |         |                  |        |                   |             | MONT             | HLY AT        | TEND                          | ANCE S          | SUMM/             | ARY  |            |                      |                      |                           |                | Page 5              |
|            |       |                 |         |                  |        |                   | N           | Ionth 9          | - From 2      | 2/15/202                      | 1 Throu         | gh 3/12           | 2021 |            |                      |                      |                           |                |                     |
| Program I  | Indep | enden           | t Study | /                |        |                   |             |                  |               |                               |                 |                   |      |            |                      |                      |                           |                |                     |
|            | Α     | B               | С       | D                | E      | F                 | G           | н                | 1             | J                             | ĸ               | L                 | M    | N          | 0                    | Р                    | Q                         | R              | S                   |
|            | Tchg  | Enroll-<br>ment | Gains   | Total<br>Enroll- | Losses | Ending<br>Enroll- | Days<br>Not | Days<br>Non-     | Actual        | Total                         | Total<br>A.D.A. | Percent<br>Attend |      | Unverified | Incomplete           | Complete             | Y                         | EAR TO D       | DATE                |
| Grade      | Days  | Carried<br>Fwd  |         | ment<br>(B+C)    |        | ment (D-<br>E)    | Enroll      | Apport<br>Attend | Days<br>(A*D) | Apport<br>Attend<br>(A*D)-G-H | (J/A)           | J/(A*D)-G         |      | Absences   | Independent<br>Study | Independent<br>Study | otal Apport<br>Attendance | Days<br>Taught | Total ADA<br>(Q/R)  |
| 9 TOTAL    | 19    | 4               | 3       | 7                |        | 6                 | 42          |                  | 133           | 80                            | 4.21            | 87.91%            | 0    | 0          | 10                   | 6                    | 400                       | 169            | 2.37                |
| 10 TOTAL   | 19    | - 4             | 0       | 5                | 1      | 4                 | 42          | 1                | 95            | 80                            | 4.21            | 98.77%            | 0    | 0          | 0                    | 5                    | 400                       | 169            | 2.78                |
| 11 TOTAL   | 19    | 2               | 1       | 3                | 1      | 2                 | 14          | 3                | 57            | 40                            | 2.11            | 93.02%            | 0    | 0          | 2                    | 2                    | 262                       | 169            | 1.55                |
| 12 TOTAL   | 19    | 1               | 1       | 2                | 1      | 1                 | 13          | 1                | 38            | 24                            | 1.26            |                   |      | 0          | 0                    | 5                    | 135                       | 169            | 0.80                |
| TOTAL 9-12 | 19    | 12              | 5       | 17               | 4      | 13                | 83          | 16               | 323           | 224                           | 11.79           | 93.33%            | 03   | 0          | 12                   | 13                   | 1266                      | 169            | 7.49                |
| PROGRAM    | 19    | 12              | 5       | 17               | 4      | 13                | 83          | 16               | 323           | 224                           | 11.79           | 93.33%            | 0    | 0          | 12                   | 13                   | 1266                      | 169            | 7.49                |



#### Long Term Independent Study

Negative or Positive



If you have a Long-Term Independent Study School that is set up separately, recommended School Options : NOTE: You do not need to populate the Student Program (STU.SP)

| School Type :          |   | Sch     | ool Op     | tior  | าร      |             |         |        |        |          |          |          |         |          |
|------------------------|---|---------|------------|-------|---------|-------------|---------|--------|--------|----------|----------|----------|---------|----------|
|                        |   | Code    |            | S     | chool N | lame        |         | Arec   | a Tele | phone    | Fax Op   | oen Date | Close [ | Date Tag |
|                        |   | 997     | Eagle Lor  | ng Te | erm Ind | depende     | nt Stud | у      |        |          |          |          |         |          |
| Elementary with Master |   |         | Street Add | ress  |         | City        | Sta     | te     | Zip    | Extr     | n        | Country  | 4       | DNR      |
|                        |   |         |            |       |         |             | C       | 4      |        |          |          | US       |         |          |
|                        |   | Princip | al's Name  | P     | rincipa | l's Email / | Address | ID T   | ype C  | County   | District | Schoo    | Next    | Perm ID  |
| Attendance Type:       |   |         |            |       |         |             |         | 1      |        |          |          |          |         | 0        |
|                        |   | Low Gr  | d High G   | rd    | Att Pd  | Tracks      | User1   | User2  | User3  | User4    | 4 User   | 5 User@  | 6 User7 | 7 User8  |
|                        |   | 7       | 12         |       | 0       | 0           |         |        |        |          |          |          |         |          |
| Daily                  |   | Sc      | hool Type  |       |         | Utilize A   | VB Days | 5      | Se     | ssion Ty | pe       | Ger      | der Coo | les      |
|                        |   | Elem    | w/MST (    | 2)    | Do      | n't use A   | /B Day  | /s (0) | Re     | egular ( | 0)       | Males    | & Fema  | les (1)  |
| Attendence Denerting   | Ī | Att .   | Гуре       | А     | tt Repo | orting      | Sc      | hedule | Basis  |          |          | Educatio | n Type  |          |
| Attendance Reporting   |   | Dail    | y (0)      | N     | egativ  | /e (0)      | S       | emeste | er (0) |          | Not      | Alternat | tive Ed | (0)      |
| type:                  |   |         |            |       |         |             |         |        |        |          |          |          |         |          |
|                        |   |         |            |       |         |             |         |        |        |          |          |          |         |          |

If using <u>Post Attendance by Month</u> option in Portal Options for Teacher Attendance , the Attendance Reporting Type <u>MUST</u> be set to <u>POSITIVE ATT</u> For more information on teacher portal attendance see link below: <u>https://support.aeries.com/support/solutions/articles/14000070947-</u> <u>independent-study-teacher-portal-attendance</u>

## **Reporting Home School-Virtual**

<u>School</u>

Demographics

Brandy Burnett ~

Hawk Elementary for ATT

 $\Theta$ 

992

In a Virtual School environment, the Reporting Home School (STU.HS) field should be populated. The Reporting Home School field is located on the Student Demographics page on the Student Data 2 tab.

NOTE: If students will receive a transcript, *each teacher must have at least one section* (placeholder section) in the master schedule. The teacher's section number must be entered in **Transcripts (HIS)** for all courses taken with the teacher. This ensures that the course information will be extracted in the CALPADS submissions

#### Grade Student ID Teache State Student ID 1234567890 Age Language Fluency Status Tag Gende Student Numbe Birthdat Last Name First Name Middle Name Gende Grd 11 Burnet Brand tu ID# Last Name Alias First Name Alias Middle Name Alias Birth Verif 5500002 . Student Data 1 Student Data 2 Reporting Home Schoo Counted on Census Day Stu Email Address Network Login ID Verif Pass Code ..... 0 End of Year Completion Statu Persona Aeries Continuation School 995 993 Bald Eagle Intermediate School Next Schl Stu Email Status Next Sch Code Date Eggle Alternative Education School 997 ÷. Eagle Flight School 996 Eagle Summer School 998 Flex Soaring Eagle High School no ATT 884 Old Stu ID Old State ID Last Schl Flex Soaring Eagle High School with ATT 894 Eagle Point School District 7 Golden Eagle Elementary School 990

For more information on using Virtual School and Reporting Home School field, see links below: https://support.aeries.com/support/solutions/articles/14000083267-whenshould-a-home-reporting-school-option-be-usedhttps://support.aeries.com/support/solutions/articles/14000134627-howcan-i-have-transcripts-reflect-the-home-reporting-schoolhttps://support.aeries.com/support/solutions/articles/14000085801-eoy2calpads-student-withdrawal-data-population-chart

AERIESCON

English On

English / English

Birthdate

02/11/2003

Status

.

State Stu ID

Trught?

A

Leave Dat

General Contact Addt'l Info Flags 0 Programs 1 User Code

### **Independent Study Teacher Portal Attendance**

**AERIESCON** 

Attendance can be entered by the month for teachers using Teacher Portal. This option is ONLY available to schools set up as Elementary w/Master-POSITIVE Attendance

The System Administrator must configure the schools Portal Options to allow Post Attendance by the Month

This Option will allow teachers to take attendance on a monthly basis. Teachers can click on the check mark for each day to enter the Complete Code

| Month: | 01/22/2018 - 02/16/2 |  |
|--------|----------------------|--|
|--------|----------------------|--|

| Stu# | Name            | 1/22 | ₹<br>1/23 | ₹<br>1/24 | ₹<br>1/25 | <b>2</b> 1/26 | 1/29 | 1/30 | 1/31 | 2/1 | 2/2 |
|------|-----------------|------|-----------|-----------|-----------|---------------|------|------|------|-----|-----|
| 2    | Burnett, Brandy | ۲    | N         | ø         | ø         | N             |      |      |      |     | 0   |
| 1    | Miller, Tom     |      | N         | Ø         |           | N             |      |      |      |     | 0   |
|      |                 |      |           |           |           |               |      |      |      |     |     |

## **Portal Options**



Absence Codes must be configured correctly in <u>Portal Options</u> when using Post Attendance by the Month for an IS School

Attendance Grades Gradebook PFT Scheduling Miscellaneous Parent Data Changing Allow teachers to override Attendance Codes : Other Attendance Options Date Ranges verified absences should Unverified Absent be selected # Months Teachers Can Back Post Attendance: 14 Enable Lunch Count (usually "A") should Disable Attendance if Site Is External (set via AppSettings) be populated with # Months Teachers Can Forward Post Attendance: Mark Absent if Not Present **Incomplete IS** Take Attendance For Each Period in a Blocked Section (MST.BL) will allow teachers to mass # Days To Display Add & Drops: 25 Att Code When this option is on, attendance must be taken for every period of a blocked section. If Off (default), attendance taken in the main period will be applied to all the periods in that section's blog add the Incomplete Att Code Allow teachers to override verified absences. Attendance Codes to all the students in the NOTE This has attendance auditing complications! Unverified Absent (usually "A") class by clicking on the box Teachers can Add & Update Attendance Note. at the top of the attendance Tardy (usually "T") Teachers Can View Attendance Notes Added by Others. date. Allow Teachers to Setup Seating Charts Before Attendance is Initialized Present (usually "P") Q Present (usually P) Positive Attendance Options Additional Att Code 1 Name 8/24 8/27 should be Abrego, Jerome 1 Post Attendance by Month Additional Att Code 2 populated with the Acosta, Juan 55A 2 Mark Absent if Not Presen Alvarado, Lucia 2 <u>Complete</u> IS Att Bacani, Deborah 2 Additional Att Code 3 Enable 'Mark Unmarked Students as Present' button Code 2 Cabrera, Rudy

## Independent Study Agreements







#### **Independent Study Agreements**



The Independent Study Agreements page allows Independent Study Agreements to be documented by office staff and uploaded into Aeries. A Signatory tab identifies all Stakeholders who are required to sign the Agreement. Signatory records can be digitally signed by Parents, Students, Teachers and Staff.

You can find Independent Study Agreements by navigating to Student Data > Programs > Independent Study Agreements

| Student Data                    | ^ |
|---------------------------------|---|
| Programs                        | ^ |
| Independent Study<br>Agreements |   |
| Independent Study<br>Management |   |

| dep | endent Study A                       | rgreemer                   | 115             |                                     |  |                       |                              |
|-----|--------------------------------------|----------------------------|-----------------|-------------------------------------|--|-----------------------|------------------------------|
|     | Alice Ab                             | bott Y                     |                 | 0                                   | General Contact Addt'l Info Flags                    | 0 Programs            | 0 User Codes                 |
| dep | pendent Study                        | / Agreen                   | nents           |                                     |  |                       | O Add Agreeme                |
| 1   | Planned 09/01/                       | 2021 - 12/1                | 7/2021          |                                     |  |                       | Activated                    |
|     | Actual Start Date 0 Documents And    | 00.34689.503               |                 | d Date 12/17/.                      | 2021 Evaluation Period School Pattern<br>More Info ~ |                       |                              |
|     |                                      | 00.34689.503               |                 | d Date 12/17/:                      |  | Vi                    | iew Agreement                |
|     | Documents And                        | 00.3468.503                | Account         | d Date 12/17/<br>Account<br>Details |  | Supervisor<br>Teacher | iew Agreement<br>Date Signed |
|     | Documents And<br>English PDF         | Signatures                 | Account         | Account                             | More Info 🛩  | Supervisor            |                              |
|     | Documents And<br>English PDF<br>Name | Signatures<br>Relationship | Account<br>Type | Account<br>Details                  | More Info ~<br>Email<br>alice.abbott2@gedu-demo-     | Supervisor<br>Teacher | Date Signed                  |

#### **District Settings**



To allow Digital Signatures you will need to enable **Allow Digital Signatures** option in District Settings. Only signatories that have a login account for the Aeries Portal can **Digitally Sign** the agreement.

For more information on District Settings see link below:

https://support.aeries.com/support/solutions/articles/14000076634-district-settings-district-rules-

|                             | Independent Study   |   |
|-----------------------------|---|---|
| $\checkmark$                | Allow Digital Signatures  |   |
|                             | Independent Study Digital Signature Text Confirmation   |   |
| Englis                      | sh  |   |
| Agro<br>sign<br>you<br>a ke | electing the checkbox below and typing your name in the subsequent field, you are signing this<br>eement electronically. You agree your electronic signature is the legal equivalent of your manual<br>pature on this Agreement. By selecting the checkbox below and typing your name in the subsequent field<br>consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of<br>by pad, mouse or other devices to select an item, button, icon, or similar act/action, or to otherwise<br>yide the school or in accessing or making any transaction regarding any agreement, acknowledgment. | + |



In order to Send a Reminder email to Parents, Students and Staff that an Agreement is awaiting their Signature, the following fields must be populated:

Ро

**External Parent/Student Portal URL:** Indicate the Base URL link that is used for the Parent/ Portal login Student.

**External Teacher Portal URL:** Indicate the Base URL link that is used for the Teacher portal login.

| rtal Settings             |             |
|---------------------------|-------------|
| Email Setting             | gs          |
| Server                    | DNS or IP:  |
| Secure SMT                | P Settings  |
| Us                        | e SSL/TLS:  |
| s                         | MTP Port: 0 |
|                           |             |
|                           |             |
| Test Email S              | ettings     |
| Email To Ser              |             |
| External Parent/Student   | Portal URL  |
| https://AeriesUSD.org/par | ent         |
| External Teacher Po       | rtal URL    |
| https://AeriesUSD.org/aer | ies         |
|                           |             |

NOTE: HOSTED districts will need to contact support to populate these fields

### **Adding an Agreement & Agreement Details**

To create a new Independent Study Agreement, click on Add Agreement

| dependent Study Agreements                               | O Add Agreeme |
|--|---------------|
| No Independent Study Agreements are currently available. |               |

#### Status Options:

**Draft**- Beginning phase

Pending- Agreement waiting to be signed. Stakeholders cannot sign until the Agreement is placed in Pending Status. Cancelled Prior to Activation-Clears all signatures – You can set back to Draft or Pending in order to edit Agreement. Activated- Agreement has been signed by all stakeholders and is Active. When all signatures are complete the agreement is automatically Activated and NO changes can be made. (An Active Agreement can only be revoked) Revoked-The Agreement has been voided-This cannot be changed , reactivated or deleted. A super confirm message will display when an agreement is revoked.



| reement    | Signatories  | Work Product Eve      | aluations                  |                          |                                   |
|------------|--|-----------------------|----------------------------|--------------------------|-----------------------------------|
| greemen    | nt Details   |                       |                            |                          |                                   |
| Status:    |  |                       |                            |                          | _                                 |
| Draft      |  |                       |                            | •                        |                                   |
| Planned St | art Date:  | Planned End Date      | e: Actual Start Date:      | Actual End Date          |                                   |
| Гуре:      | •  | Length Type:          | Evaluation Period          | : Reason:                |                                   |
| lotes:     |  |                       |                            |                          |                                   |
|            | RNAL – Signato   | ories will be able to | see these notes. Please do | not include any confider | tial information in this note     |
| greemen    | nt Document  |                       |                            |                          |                                   |
| English PI | nt Document<br>DF File:<br>Iload English P<br>reement SAMF |                       | Language:                  | Languag                  | ge:<br>▼<br>L Uploαd PDF          |
| English PI | D <b>F File:</b><br>Ioad English P                         |                       |                            |                          | •                                 |
| English PI | D <b>F File:</b><br>Ioad English P                         |                       |                            |                          | •                                 |
| English P[ | DF File:<br>load English P<br>reement SAMF                 |                       | Upload PDF                 | Save C                   | Upload PDF                        |
| English P[ | DF File:<br>load English P<br>reement SAMF                 | greement              | 's status to revo          | Save C                   | Upload PDF ancel Delete Agreement |
| English P[ | DF File:<br>load English P<br>reement SAMF                 | greement              | 's status to revo          | Save C                   | ancel Delete Agreement            |
| English PL | DF File:<br>load English P<br>reement SAMF                 | greement'             | 's status to revo          | Save C                   | ancel Delete Agreement            |

### **Agreement Details Continued**

- Planned Start Date/Planned End Date The proposed start/end dates. These dates autopopulated Actual Start/End Date.
- <u>Actual Start Date/Actual End Date</u> Initially populated by Planned Start/End Dates but <u>should</u> be updated when the Agreement goes into affect.
- <u>Type</u> Traditional or Course Based IS (hard coded). User defined codes can be added to the COD table for ISA.TY
- <u>Length Type</u> Long Term or Short Term
- Evaluation Period Unique or School Pattern
- <u>Reason</u> This is code based and allows for the school to define the drop-down information in the field.
- <u>Notes</u> –Additional Comments. The notes are visible to Parent, Student, and Teacher Portals so they <u>should not</u> contain confidential information

#### Add Agreement

| <b>.</b>                 | Details       |                           |                            |                               |                      |
|--------------------------|---------------|---------------------------|----------------------------|-------------------------------|----------------------|
| Status:                  |               |                           |                            |                               |                      |
| Draft                    |               |                           |                            | •                             |                      |
| Planned Star             | t Date:       | Planned End Date:         | Actual Start Date:         | Actual End Date:              |                      |
|                          |               | Ť.                        | +++<br>                    | Ť.                            |                      |
| Туре:                    |               | Length Type:              | Evaluation Period:         | Reason:                       |                      |
|                          | •             | •                         | •                          | •                             |                      |
| Notes:                   |               | vies will be able to see  | these potes. Discus de pot |                               | rmation in this note |
| NOTINIERN                | IAL - Signato | pries will be able to see | inese noies. Please do noi | include any confidential info | indion in mis nois.  |
| NOTINIERN                | IAL - Signato | pries will be able to see | These hores. Please do hor | include any confidential info |                      |
|                          | -             | ories will be able to see | inese nores. Please do nor | include any confidential info |                      |
| Agreement                | -             | ories will be able to see | inese nores. Please do nor | include any confidential into |                      |
|                          | Document      |                           | nguage:                    | Language:                     |                      |
| Agreement<br>English PDF | Document      | La                        |                            |                               |                      |





#### **Agreement Document Options**



**English PDF File** - This is the Agreement in PDF format and is required to be uploaded and must be a PDF file.

Language(s) - The Agreement document can be uploaded in different languages. Stakeholders sign a specific language version of the Agreement. Confirmation Text for the languages can be configured in District Settings. When uploading documents in other languages, an English document must be added as the default document.

| Agreement Document |                                   |                         |
|--------------------|-----------------------------------|-------------------------|
| English PDF File:  | Language:<br>Spanish •<br>LOC.pdf | Language:<br>Upload PDF |
| reportor (DETA)    | Save Cancel Delete Agree          | ement                   |

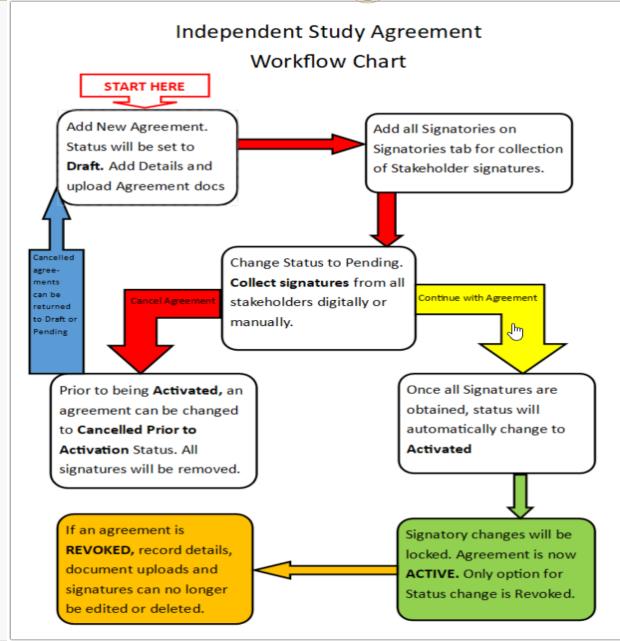
### **Agreement Workflow**



Once an Agreement has been created and Signatories assigned, it should be in Draft mode for review. Once the Agreement text is finalized the Status should then be set to Pending. This indicates awaiting signatures.

Signatures can be a hand signed copy that can be scanned and uploaded manually, or digitally signed if enabled in District Settings. Once the Signatures have been completed by all Signatories, the Status automatically changes to Active.

Go to link below to find Workflow document: <u>https://support.aeries.com/support/solutio</u> <u>ns/articles/14000132599-independent-</u> <u>study-workflow-chart</u>





## Signatories section is used to manage all stakeholders who are required to sign the Independent Study Agreement

- Select +Add Signatory button (button can be pressed multiple times if you have multiple signatures to add)
- Enter all stakeholders who require signatures on this form.
- Select Account Type and Account Details which automatically inserts the username into the Name field and type of account into Relationship.
- Check the box Supervisor Teacher if the signatory record is the Supervising Teacher.

| Signo | atures         |   |                      |                     |              |                       |                 |             |                                      | O Add Signatory   |
|-------|----------------|---|----------------------|---------------------|--------------|-----------------------|-----------------|-------------|--------------------------------------|-------------------|
|       | Account Type   |   | Account Details      | Name                | Relationship | Supervisor<br>Teacher | Signed Language | Date Signed | Signed Document                      | Unsigned Reminder |
| Û     | Aeries.net     | × | teacher teacher@a{ 🔻 | teacher             | teacher      |                       | English 🔹       | 11/05/2021  | <ul> <li>Digitally Signed</li> </ul> |                   |
| Û     | Parent/Student | ٣ | parent@aeries.com 🔻  | Adam Abbott         | Parent       |                       | English 🔹       | 11/05/2021  | ✓ Digitally Signed                   |                   |
| 1     | Parent/Student | • | student@aeries.com 🔻 | Abbott, Allan James | Student      |                       | •               | ä           | 1 Upload Signed Doc                  | Send a Reminder   |
| Û     | Aeries.net     | Ŧ | Teacher2 NoWhere( 🔻  | Teacher2            | teacher      |                       | •               | Ē           | 1 Upload Signed Doc                  | Send a Reminder   |



Account type has options for selecting Aeries.net, Parent/Student or None

- <u>Aeries.net</u> Account Details displays the Staff that have an association with the student either by classes or as a Counselor. The field allows of searching any staff member that may not be associated with the student by class but may be required to sign the Agreement
- <u>Parent/Student</u> Select the appropriate signatory that is required to sign the Agreement. If no email is found in the drop-down, change the Account Type to None. In account details you can manually enter email.

Note: Only signatories that have a login account for Aeries Portal can Digitally Sign the agreement

Note: If a Teacher is added that is not associated with the Student they can only sign Manually.

| Agreeme | ent Signatories | Work Product Evaluations |                    |              |                       |                      |               |                       |                   |
|---------|-----------------|--------------------------|--------------------|--------------|-----------------------|----------------------|---------------|-----------------------|-------------------|
| Signat  | ures            |                          |                    |              |                       |                      |               |                       | Add Signatory     |
| ,       | Account Type    | Account Details          | Name               | Relationship | Supervisor<br>Teacher | r<br>Signed Language | Date Signed   | Signed Document       | Unsigned Reminder |
|         |                 | •                        |                    |              |                       | •                    |               | 🕄 🔔 Upload Signed Doo | c                 |
|         | Aeries.net      |                          | must be selected a | ind saved i  | n order to add Work   | Product Evalua       | tion details. |                       |                   |
|         | Parent/Student  | 13                       |                    |              |                       |                      |               |                       |                   |
|         | None            |                          |                    |              |                       |                      |               |                       |                   |

#### **Manual Signatures/Deleting a Signatory**



To Manually upload the signature, first select the Signed Language. The agreement must exist in the Agreement tab for that language in order to identify this language. Populate Date Signed, then select the Upload Signed Doc button and select the signature file.

| Ag | reement    | Signatories |                     |        |              |                       |                 |             |                   |
|----|------------|-------------|---------------------|--------|--------------|-----------------------|-----------------|-------------|-------------------|
|    | Signatures | 5           |                     |        |              |                       |                 |             | • Add Signatory   |
|    | Acco       | unt Type    | Account Details     | Name   | Relationship | Supervisor<br>Teacher | Signed Language | Date Signed | Signed Document   |
|    | Ae         | ries.net 🔹  | Acosta nowhere@a∈ ▼ | Acosta | teacher      |                       | v -             | 10/01/2021  | Upload Signed Doc |
| 1  |            |             |                     |        |              |                       | English 🔶       |             |                   |
|    |            |             |                     |        |              |                       | Spanish         |             |                   |
|    |            |             |                     |        |              |                       | Vietnamese      |             |                   |

Use the delete icon to permanently delete a signatory from the Agreement record. Use this button with caution. If an agreement is in **Active** status, it can not be deleted.

| Aç |   | t Signatories |   |                     |        |              |                       |                 |             |                    |  | Please Confirm Delete  |
|----|---|---------------|---|---------------------|--------|--------------|-----------------------|-----------------|-------------|--------------------|--|--|
|    |   | res           |   |                     |        |              | Δ                     |                 |             | C Add Signe        | th in the second s | To delete this item, You will need to enter the numbers below. |
|    | A | account Type  |   | Account Details     | Name   | Relationship | Supervisor<br>Teacher | Signed Language | Date Signed | Signed Document    |  | 148310   |
|    |   |               |   |                     | (      |              |                       |                 |             | 1 Upload Signed I  | Doc  | Enter the numbers above  |
| Į  |   | Aeries.net    | ۲ | Acosta nowhere@aa ▼ | Acosta | teacher      |                       | •               | 10/01/2021  | 📙 Principalsig.jpg |  | Confirm Delete   |
|    |   |               |   |                     |        |              |                       |                 |             |                    |  |  |

When deleting a signatory record, a 'super confirm' delete message appears. The User must enter the provided code in order to delete the record, then select **Confirm Delete**.

#### **Digitally Sign from Portal Account**



A signatory can submit the signature from within their portal account if they have **READ** permissions to **ISA**  The agreement displays Please Sign button if a signature has not been submitted . The button in ONLY available if Agreement is in PENDING Status

Teachers can only digitally sign an agreement for a student they are associated with or have access to

| i failifical o of a of a | 2021 - 12/17/202 | 1                |                    |                 |                       |                  |                    |             | Pend    |
|--------------------------|------------------|------------------|--------------------|-----------------|-----------------------|------------------|--------------------|-------------|---------|
| Actual Start Date 0      | 9/13/2021 Actual | End Date 12/17/2 | 2021 Evaluation Pe | riod            |                       |                  |                    |             |         |
|                          |                  |                  |                    |                 | More Info V           |                  |                    |             |         |
| Documents And            | Signatures       |                  |                    |                 |                       |                  |                    |             |         |
|                          |                  |                  |                    |                 |                       |                  |                    |             |         |
| Pending Signatu          |                  |                  |                    |                 |                       |                  | <b>—</b>           |             |         |
| Name                     | Relationship     | Account Ty       | ype Accou          | int Details     | Email                 | Supervisor Teach |                    | Signed      |         |
| Parent                   | Parent           | PWA              | 1                  |                 | parent@aeries.com     | No               |                    | Please Sign |         |
| English PDF              |                  |                  |                    |                 |                       |                  |                    | 🔀 View /    | Agreeme |
| English ( D)             |                  | Relationship     | Account Type       | Account Details | Email                 |                  | Supervisor Teacher | Date Signe  | d       |
| Name                     |                  |                  | NONE               | 0               | superteacher@example. | com              | Yes                | 09/10/20    | 21      |
| -                        |                  | Teacher          |                    |                 |                       |                  |                    | 0.014.010.0 |         |
| Name                     | her              | Teacher<br>RSP   | NONE               | 0               | RSP@EXAMPLE.COM       |                  | No                 | 09/10/20    | 21      |

## **Digitally Sign from Portal Account Continued**



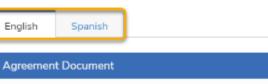
- Upon selecting the Please Sign option, a form displays with the text defined on the District Settings page. The signatory can select the appropriate form in the preferred language. An option to View Agreement PDF is available and should be selected and read prior to submitting the Digital Signature. Check the box "I have reviewed the Agreement PDF and agree to the above statement".
- An additional field displays to enter the Name of the person submitting the digital signature. Enter the name, then select Accept and Sign.
- Upon digitally signing an agreement, a confirmation email is sent to the signatory's email as shown below. The email includes a Confirmation ID which is stored in the ISG.DSS field.

Subject: Your Independent Study Agreement Digital Signature Confirmation

View Headers Parts

Your **Digital Signature** has been submitted to the School. Your signature represents official acceptance of this Agreement. Consent to this Agreement indicates you are legally bound by this Agreement's terms and conditions. A copy of the **Independent Study Agreement** is available and can be accessed from within your Aeries portal account. Your confirmation ID:

View and Sign Agreement



Please Download and Review the PDF document.

Print and Sign the document, or Digitally sign the document using the steps below.

C View Agreement PDF

#### Digital Signature

#### Digital Signature Agreement

By selecting the checkbox below and typing your name in the subsequent field, you are signing this Agreement electronically. Y this Agreement. By selecting the checkbox below and typing your name in the subsequent field you consent to be legally bounc pad, mouse or other devices to select an item, button, icon, or similar act/action, or to otherwise provide the school or in accessi terms, disclosures or conditions constitute your signature (hereafter referred to as "E-Signature"), acceptance and agreement as other third-party verification is necessary to validate your E-Signature and that the lack of such certification or third-party verifiresulting agreement between you and the school. You also represent that you are authorized to enter into this Agreement for all persons will be bound by the terms of this Agreement.

#### I have reviewed the Agreement PDF, and agree to the above statement.

#### **Digital Signature**

#### Digital Signature Agreement

By selecting the checkbox below and typing your name in the subsequent field, you are signing this Agreement electronically. this Agreement. By selecting the checkbox below and typing your name in the subsequent field you consent to be legally bour pad, mouse or other devices to select an item, button, icon, or similar act/action, or to otherwise provide the school or in access terms, disclosures or conditions constitute your signature (hereafter referred to as "E-Signature"), acceptance and agreement other third-party verification is necessary to validate your E-Signature and that the lack of such certification or third-party veri resulting agreement between you and the school. You also represent that you are authorized to enter into this Agreement for persons will be bound by the terms of this Agreement.

#### ✓ I have reviewed the Agreement PDF, and agree to the above statement.

Enter Your Name to Agree 🛛 🗲



An option is available to Send a Reminder email to the Parent, Student, or Staff who are required to sign the agreement digitally. Only accounts that are linked to a PWA or UGN account can be signed digitally and have this button available next to the record on the Signatories tab. This generates an email reminding the stakeholder that the agreement is awaiting their signature. The email text is NOT editable

> The email is sent in English for Students and Staff. Parents who have a **Correspondence Language (CON.CL)** of Spanish receive the Reminder in Spanish. Only the alternative language of Spanish is available for parents at this time.

| Edi | t Agre | eement          |   |                      |                     |              |                       |                 |             |                     |                   |
|-----|--------|-----------------|---|----------------------|---------------------|--------------|-----------------------|-----------------|-------------|---------------------|-------------------|
| А   | greeme | ent Signatories |   |                      |                     |              |                       |                 |             |                     |                   |
|     | Signat | tures           |   |                      |                     |              |                       |                 |             |                     | • Add Signatory   |
|     | ,      | Account Type    |   | Account Details      | Name                | Relationship | Supervisor<br>Teacher | Signed Language | Date Signed | Signed Document     | Unsigned Reminder |
|     |        | Aeries.net      | • | teacher teacher@ac 🔻 | Michelle Acosta     | teacher      |                       | •               |             | L Upload Signed Doc | Send a Reminder   |
|     |        | Parent/Student  | • | parent@aeries.com 🔻  | Adam Abbott         | Parent       |                       | •               |             | L Upload Signed Doc | Send a Reminder   |
|     |        | Parent/Student  | • | student@aeries.com 🔻 | Abbott, Allan James | Student      |                       | •               |             | Lupload Signed Doc  | Send a Reminder   |
|     |        | None            | • | marie@example.com    | Marie Smith         | teacher      |                       | •               |             | Lupload Signed Doc  |                   |

### **Viewing a Signature**

Once a signature has been uploaded either manually or digitally, it can be viewed. A View Signature button displays to the right of the Date Signed. If a signature was manually uploaded, the file is downloaded. If the signature was digitally submitted, the page displays the Digital Signature Agreement text, the E-Signature as it was entered by the signatory and the Signed Date.



|              |                               |   |  |  | 🕒 View Agreement   |
|--------------|-------------------------------|---|--|--|--|
| Relationship | Account Type                  | Email   | Supervisor Teacher   | Date Signed  |  |
| teacher      | UGN                           | @example.com  | No   | 10/01/2021   | View Signature   |
| Student      | PWA                           | @example.com  | No   | 10/01/2021   | View Signature   |
| teacher      | NONE                          | marie@example.com   | No   | 10/01/2021   | View Signature   |
| student      | NONE                          | abbott@example.com  | No   | 10/01/2021   | View Signature   |
|              |                               |   |  | ew Agreement PDF   |  |
| ure          |                               |   |  |  |  |
|              |                               |   |  |  |  |
| ture Agreeme | nt                            |   |  |  |  |
|              | teacher<br>Student<br>teacher | teacher UGN<br>Student PWA<br>teacher NONE<br>student NONE<br>Agreement | teacher       UGN       @example.com         Student       PWA       @example.com         teacher       NONE       marie@example.com         student       NONE       abbott@example.com | teacher       UGN       @example.com       No         Student       PWA       @example.com       No         teacher       NONE       marie@example.com       No         student       NONE       abbott@example.com       No | teacher       UGN       Oexample.com       No       10/01/2021         Student       PWA       Oexample.com       No       10/01/2021         teacher       NONE       marie@example.com       No       10/01/2021         student       NONE       abbott@example.com       No       10/01/2021         student       NONE       abbott@example.com       No       10/01/2021 |

between you and the school. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized

I have reviewed the Agreement PDF, and agree to the above statement.

Marie Smith

terms of this Agreement.

Signed Date: 10/01/2021



The Work Product Evaluation feature allows for recording Independent Study hours/days completed by the student and tracking the student's satisfactory progress for work assignments. The CDE recommends at least one completed work product for each subject every two weeks.

For Work Product Evaluations records to be created, a Supervising Teacher record must exist on the signatories tab

On the **Work Product Evaluations** tab, select **Add Work Product Evaluation** button. A **Start Date** and **End Date** is required to begin the process of adding the courses that will be included for the evaluation period. Enter dates that match the timeframe of the evaluation period as identified by the district. For example, the evaluation period may take place every two weeks or monthly. Once dates have been entered, select the SAVE icon.

#### Add Agreement

| Agreement | Signatories    | Work Product Evaluations |   |       |      |   |         |   |                       |                             |                               |
|-----------|----------------|--------------------------|---|-------|------|---|---------|---|-----------------------|-----------------------------|-------------------------------|
| Work Pro  | duct Evaluatio | ns                       |   |       |      |   |         |   | Section 0 indicates   | Supervising teacher records | • Add Work Product Evaluation |
|           | Start Date     | End Date                 |   | Hours | Days |   | Section |   | Teacher/ Course Title | Satisfactory Progress       | Notes                         |
|           | 11/1/2021      | 11/19/2021               | Ë | \$    |      | * | 0       | • |                       | Ţ                           |                               |



A record for each class based on **Course Attendance (CAR)** that falls within the evaluation date range will be inserted into the evaluation page. The first record (highlighted in blue) will be the master record for the Work Product Evaluation period. This is the record managed by the supervising teacher. All other records will be managed by the teacher of record for the class. With proper permissions, the teacher will be able to document the hours, days, student's progress and any notes for each evaluation period. The supervising teacher will indicate the ADA days for the evaluation period on the master record as well as the overall satisfactory progress for the evaluation period.

The ADA days is informational only and DOES NOT automatically get triggered into the Attendance table.

#### Edit Agreement

Agreement Signatories Work Product Evaluations

#### Work Product Evaluations

|    | Section 0 indicates Supe | rvising teacher records | Add Work Product Evaluation |   |
|----|--------------------------|-------------------------|-----------------------------|---|
| Te | acher/ Course Title      | Satisfactory Progress   | Notes                       | * |

| Start Date | End Date   | Hours | Days | Section | Teacher/ Course Title     | Satisfactory Progress | Notes |
|------------|------------|-------|------|---------|---------------------------|-----------------------|-------|
| 11/15/2021 | 11/26/2021 | 50    | 0    | 0       |                           |                       |       |
| 11/15/2021 | 11/26/2021 | 25    | 10   | 1156    | Velasquez/Spanish I       | Yes                   |       |
| 11/15/2021 | 11/26/2021 | 25    | 10   | 2008    | Wallace/Leadership        |                       |       |
| 11/15/2021 | 11/26/2021 | 0     | 0    | 3134    | Smith, S./Phys Science,CP |                       |       |

#### **Work Product Evaluation Continued**



Individual courses can be deleted if needed

Start dates can not be changed once added. If a date is added in error, the master record will need to be deleted, all subsequent course records will be deleted too, then the new evaluation records can be added again with corrected dates. Be cautious when deleting evaluation records. Records should not be deleted if data has already been populated.

| Edit Agreement   |                           |            |       |      |         |                       |                       |       |  |
|--|---------------------------|------------|-------|------|---------|-----------------------|-----------------------|-------|--|
| Agreement Sig  | gnatories Work Product Ev | aluations  |       |      |         |                       |                       |       |  |
| Work Product Evaluations Section 0 indicates Supervising teacher records O Add Work Product Evaluation |                           |            |       |      |         |                       |                       |       |  |
|  | Start Date                | End Date   | Hours | Days | Section | Teacher/ Course Title | Satisfactory Progress | Notes |  |
|  | 11/1/2021                 | 11/12/2021 | 110   | 10 🗘 | 0       |                       | Yes 🔻                 |       |  |
|  | 11/01/2021                | 11/12/2021 | 0     | 0    | 1118    | Stockton/IB Eng HL2   |                       |       |  |
|  | 11/01/2021                | 11/12/2021 | 60    | 0    | 2166    | Acosta/IBHstAm2/HEcCv | Yes                   |       |  |
|  | 11/01/2021                | 11/12/2021 | 50    | 0    | 3194    | Alvarado/IB Span HL 2 |                       |       |  |

Work Product Evaluations will appear on the Agreement home page and will display the master record for each evaluation period. Clicking on the down arrow or anywhere on the record will expand to display all courses for the evaluation period. The page will always default to only display the master record in each evaluation period when the page is loaded.

#### **Documents And Signatures**

| Pending Signatu           | re                     |              |            |                    |      |                       |                    |                |  |
|---------------------------|------------------------|--------------|------------|--------------------|------|-----------------------|--------------------|----------------|--|
| Name Relationship Account |                        | Account Type | E          | Email              |      |                       | Supervisor Teacher | Date Signed    |  |
| Teacher39                 | teacher                | UGN          |            | NoWhere@aeries.com |      | Yes                   | Not Signed         |                |  |
| Teacher40                 | teacher                | UGN          |            | NoWhere@aeries.com |      | No                    | Not Signed         |                |  |
| Marie Smith               | Phsychologist          | NONE         |            | marie@example.com  |      | No                    | Not Signed         |                |  |
| Teacher23                 | teacher                | UGN          |            | NoWhere@aeries.com |      | No                    | Not Signed         |                |  |
| English PDF               |                        |              |            |                    |      |                       |                    | View Agreement |  |
| Name                      | Relationship           | Account T    | уре        | Email              |      | Supervisor Teacher    |                    | Date Signed    |  |
| No Signatures             |                        |              |            |                    |      |                       |                    |                |  |
| Work Product Ev           | aluations              |              |            |                    |      |                       |                    |                |  |
| Tead                      | cher Name Course Title | Start Date   | End Date   | Hours              | Days | Satisfactory Progress | Notes              |                |  |
| Records 🗸                 | Master Record          | 01/17/2022   | 01/28/2022 | 0                  | 0    |                       |                    |                |  |
| Records 🗸                 | Master Record          | 01/03/2022   | 01/14/2022 | 0                  | 0    |                       |                    |                |  |



From Student Data > Programs > Independent Study Management

The Independent Study Management page is designed to allow users the ability to manage Agreement information such as upload Signatures, digitally sign Agreements, and add or edit Work Product Evaluation records. The page can be accessed from a school or district.

For more information on Independent Study Management see:

https://support.aeries.com/support/solutions/articles/14000133521-independent-study-management

| Agreements                                  |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
|---|----------------------|---------------------------|---|-------------------------|-------------------------|-----------------------|-------------------|--|--|--|--|--|
|   |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| Filters and Options                         |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| Filters                                     |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| Pendi                                       | Pending Signature(s) |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| Where I am a Signatory                      |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| Limit Results By                            |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| 🗸 Status                                    | 5                    |                           | 🗸 Se  | tions                   |                         | ✓ Dates               |                   |  |  |  |  |  |
| Draf  | t Pending            | Cancelled Prior to Activa |   |                         | nned End Date:          |                       |                   |  |  |  |  |  |
| Activ                                       | vated Revok          | ed                        | Actual Start Date: Act  | tual End Date:          |                         |                       |                   |  |  |  |  |  |
|   |                      |                           | Actual Starr Date: Act  |                         |                         |                       |                   |  |  |  |  |  |
|   |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
|   |                      |                           | Values entered in Start Dates indicate a search for dates on or<br>after the start date. Values entered in End Dates indicate a |                         |                         |                       |                   |  |  |  |  |  |
| search for dates on or before the end date. |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| Apply Filters                               |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| Apply milets                                |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
| Results                                     |                      |                           |   |                         |                         |                       |                   |  |  |  |  |  |
|   | ID <b>T</b>          | Name <b>T</b>             | Status  | Planned Date            | Actual Date             | Work Product Detail   | Signature Details |  |  |  |  |  |
| 9   | 99000001             | Aadasian, Robert Bradly   | Pending   | 11/01/2021 - 11/26/2021 | 11/01/2021 - 11/26/2021 | Evaluation Periods: 1 | 0/3 Signatures    |  |  |  |  |  |
|   | 89400001             | Abbott, Alex James        | Pending   | 11/01/2021 - 11/26/2021 | 11/01/2021 - 11/26/2021 | Evaluation Periods: 2 | 0/4 Signatures    |  |  |  |  |  |

## AERIESCON

## **KEY TAKEAWAYS**

- The State of CA requires that the reporting of Independent Study MUST be separate from regular attendance.
- Two absence codes must be set up in the Absence Code Table.
- All Day Code Field is what drives the ADA , if left blank- ADA will be generated regardless of Negative or Positive Att
- Signatures for IS Agreements cannot be collected until Agreement is set to Pending Status.
- Agreement will automatically be Activated once all partied have signed.
- Only signatories that have Aeries Portal Accounts can digitally sign agreement.

Have a great day!

# THANK YOU!

Please take a moment to complete our session survey.

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





Share your Feedback:

