

Aeries 2018 NYR Preparation Check List

ALL Students MUST have Next Grade and Next School filled in!

- Run the Pre NYR Audit Listing in Aeries Web Version and correct any errors. You will run this report many times in the next few months.**
- Run the Attendance Audit Listing report and fix any errors.
- Verify the Next School (**STU.NS**) field is populated with the school the student will be attending next year, even if the student is returning to the same school.
- Verify that the Next Grade (**STU.NG**) field is increased by one from the current Grade field to ensure that the student will roll over properly. (Unless the student has been retained, is pre-enrolled, etc.)
- Run these Aeries queries to see next school and next grade data - LIST STU SN LN FN ID GR NG SC NS BY GR IF TG = " " OR TG = "*" , TOTAL STU NG BY NG IF TG = " " OR TG = "*" (Provide these queries to your site secretaries and or data technicians)
- There are several additional "Next" fields to consider; please review them if you have a need to use these fields: Next Program (**STU.NSP**), Next Attendance Program (**STU.NP1**), Next Attendance Program 2 (**STU.NP2**), Next Grid Code (**STU.NGC**). - LIST STU SN LN FN ID GR SP NSP AP1 NP1 AP2 NP2 GC NGC IF TG = " " OR TG = "*"
- If the student will have an Inter-district (STU.IT) status next year, be sure to populate the Next Inter-district (**STU.NIT**) and Next District of Residence (**STU.NTD**) fields. - LIST STU SN LN FN ID GR IT NIT ITD NTD IF TG = " " OR TG = "*"
- If you maintain Residence School data to track students who attend a school outside their regular boundary area, then verify Next School of Residence (**STU.NRS**) is populated. – LIST STU SN LN FN ID GR NG SC NS RS NRS BY NRS IF TG = " " OR TG = "*"
- If the students will be assigned a teacher for the upcoming school year, verify the Next Teacher (**STU.NT**) field. - LIST STU SN LN FN ID GR NG SC NS CU NT BY NG NT IF TG = " " OR TG = " "
- If the students will be assigned a track for the upcoming school year, verify the Next Track (**STU.NTR**) field. - LIST STU SN LN FN ID GR NG SC NS TR NTR BY NG NTR IF TG = " " OR TG = "*"
- Verify ALL schools have setup their pre-enrolled students with the correct next grade and that there is an asterisk (*) in the **STU.TG** field. - LIST STU SN LN FN ID GR NG SC NS TG BY GR IF TG = "*"
- All students not returning next school year need to be tagged in the **STU.EOY**. (Related Knowledge Base article: [CALPADS in Aeries Basics - Student Data Fields](#))
- Review all CALPADS requirements for exiting students. (Related Knowledge Base articles: [How does a district report graduating and matriculating students in Aeries?](#) and [CALPADS Annual Maintenance - Closing Out the School Year](#))
- Review Define Student Grade Levels and verify LOC for all schools including the district (school code 0).
- New schools for next year need to be added in the current school year database, including any grade level changes to existing schools.
- Review Graduation Requirements. Will they need to be incremented next year?
- Check Cumulative Credits for Seniors and determine if they should be retained (STU.NG = 12). **Including non-completers!**
- Complete Grades (GRD) entry and verify the correct Marks are copied correctly to the Course History (HIS) for High Schools and Middle Schools.
- Complete entry of Standards Based Grades (SBG) and verify the roll to Standards Based History (SBH) is completed.

