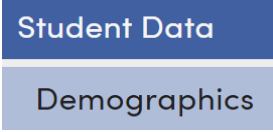
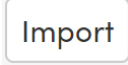
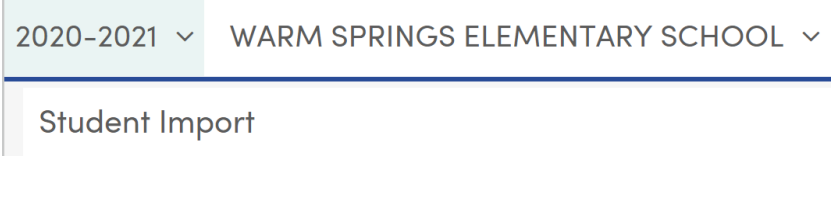
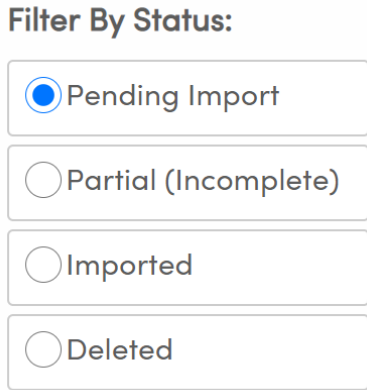
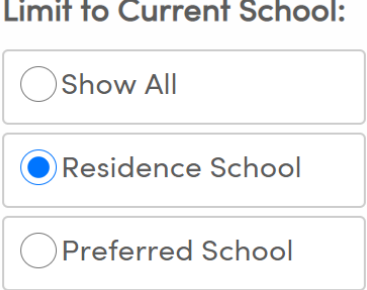


Aeries Online Enrollment Import for School Site Staff

This guide shows staff how to import a new student into their school after parents have enrolled them in Aeries online.

Login to Aeries and go to your School Site .	https://sbcusd.asp.aeries.net/admin/Login.aspx
Under Student Data , choose Demographics .	
Click the Import button.	
The Student Import screen will display.	
Keep the Filter By Status on Pending Import . This shows online enrollments submitted by parents that are waiting for import.	
In the Limit to Current School area, choose Residence School . This will display enrollments at your school site only.	

<p>Click on the Find Matches button. This searches Aeries for prior or existing enrollments for the student. Look for a student with the same name.</p> <p>If you see a message like the one to the right, do a thorough search for existing records since the parent is indicating that the student was previously enrolled in the SBCUSD.</p>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: fit-content; margin-bottom: 10px;">Find Matches</div> <p style="color: red;">The parent noted that this student was previously enrolled at Barton Elementary School on 08/01/2018</p>
<p>If you find a matching name, click the Details button to see if the students are the same.</p>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: fit-content; margin-bottom: 10px;">Details</div>
<p>Any student data that is NOT the same will be highlighted in yellow, so that you can compare data and determine if the students are the same person.</p> <p>You can click on the various tabs to see data.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; text-align: center; margin-bottom: 5px;">Birthdate</div> <div style="display: flex; align-items: center; border: 1px solid #ccc; padding: 2px;"> <div style="background-color: yellow; padding: 2px; margin-right: 5px;">08/30/2005</div> <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px; margin-left: 5px;">📅</div> </div> <p style="color: red; margin-top: 10px;">Enrollment fields highlighted in yellow differ from the matched student record. Please verify this is the correct match!</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Demographics</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Contacts</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Medical</div> </div> </div>
<p>If the student is a match, correct or edit any information, and click the Import Student Data button.</p>	<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: fit-content; margin-bottom: 10px;">Import Student Data</div>

<p>If the student is not a match, click the Return to Student List button.</p>	<p>Return to Student List</p>
<p>You will be routed back to the Import screen.</p> <p>Click the Residence School button to see only students at your school.</p> <p>You can also use the filter to search for the student again.</p>	<p>Limit to Current School:</p> <p><input type="radio"/> Show All</p> <p><input checked="" type="radio"/> Residence School</p> <p><input type="radio"/> Preferred School</p> <p>Filter By Name or Birthdate: <input type="text" value="torres"/></p> <p>Filter By Name or Birthdate: <input type="text" value="1/1/2005"/></p>
<p>Click the Find Matches button.</p>	<p>Find Matches</p>
<p>Click the Student Not Found button.</p>	<p>Student Not Found</p>
<p>Edit the student's data if necessary.</p>	<p>Demographics Contacts Medical</p>
<p>Choose the Status you want the student to have if it is different than Active (e.g. Pre-Enrolled).</p>	<p>with a status of <input type="text" value="Active"/> ▼</p>
<p>Click the Import Student Data button to enroll the student into your school.</p>	<p>Import Student Data</p>

Import Screen Information

<p>If you know the Name or Birthdate of a student you want to import, put it into the filter field and hit the Enter key.</p> <p>The student will display.</p>	<p>Filter By Name or Birthdate: <input type="text" value="torres"/></p> <p>Filter By Name or Birthdate: <input type="text" value="1/1/2005"/></p>
<p>The Clear button will clear a search and the Refresh button will update the screen.</p>	<p><input type="button" value="✕ Clear"/> <input type="button" value="↻ Refresh"/></p>
<p>View displays the data that the parent entered into the online enrollment system parent. It is view only.</p>	<p><input type="button" value="View"/></p>
<p>IMPORTANT: If you click the Set As Incomplete button, you will not longer see the student in the Aeries Import area.</p> <p>The parent then has to login to the Aeries Online Enrollment Portal and click the Finish and Submit button before you will see the student again in the Student Import area.</p>	<p><input type="button" value="Set As Incomplete"/></p>
<p>IMPORTANT: Delete removes the enrollment record. This cannot be undone.</p>	<p><input type="button" value="Delete"/></p>