Aeries Queries and Labels

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<tr>
<td>Address by Street Name</td>
<td>11</td>
</tr>
<tr>
<td>Born after and/or grade</td>
<td>11</td>
</tr>
<tr>
<td>Capped In/Be Still Listing</td>
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<td>Class Of</td>
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<td>Enrollment Dates (Run at District Level)</td>
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<td>14</td>
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</table>
DISABLE POP-UP BLOCKERS

When you Run an Aeries Query or even a Report, the results are delivered in a separate browsing window. It is common for your browser to block this window with its pop-up blocking feature. Thus, you will not see the results/report window. Depending on which browser you’re using, you may see a message at the top of your browser window, “Pop-up blocked”. To solve the problem, click on the Pop-Up Blocker icon and choose Always Allow Pop-ups as shown below:

HOW TO STOP POP-UP BLOCKERS FROM BLOCKING THE AERIES QUERY AND REPORT WINDOWS

**CHROME**

*Click* on the Pop-Up Blocker Icon.

Select Always allow pop-ups from:  
[https://sbcusd.asp.aeries.net](https://sbcusd.asp.aeries.net)

**FIREFOX**

*Click* on the Pop-Up Blocker Options button.

Select Allow pop-ups from:  
[https://sbcusd.asp.aeries.net](https://sbcusd.asp.aeries.net)

**SAFARI**

*Click* on the Pop-Up Blocker Icon.

Select Always allow pop-ups from:  
[https://sbcusd.asp.aeries.net](https://sbcusd.asp.aeries.net)
AN INTRODUCTION TO QUERYING

QUERY SENTENCE STRUCTURE

Command    Table(s)    Field(s)    Comparisons

COMMANDS

A query always begins with a command such as LIST, KEEP, SKIP, and TOTAL.

THE LIST COMMAND

The LIST command is the most common command used. LIST will list the data in the field you specify for every student.

LIST       STU      ID LN FN GR SX

The above query, lists every student’s student ID#, last name, first name, grade and sex.

TABLES

A command is always followed by a table such as STU (student data table). The table code tells Aeries what table/Aeries screen to find information within, e.g. STU the student data table/demographic screen (STU) or the attendance table (ATT).

FIELDS

Once you’ve stated a table to list data from, you must select the fields from within that table you want to draw the information from. The field code tells Aeries what field within the stated table to find information within, e.g. the counselor (GR) field or the primary telephone (TL) field.

SPACES IN QUERIES

Note, that you’ll always separate commands, table names, field names, comparisons and any other components in a query with a space.

IN PRACTICE

I would like to list all students and their ID number, last name, first name, grade, next grade, and their primary telephone number. The resulting query would be:

LIST STU ID LN FN GR TL HL

1. Once you’ve completed your query sentence, click the Run button
2. Review the resulting records.
3. Close the results window.
4. Click the Excel button to export the query results to an Excel file.
   OR
5. Click the Report button to create a formatted, structured PDF.
WHERE DO I FIND THE TABLE AND FIELD CODES?

VIEW TABLE AND FIELD CODES

1. Go to the Aeries screen that contains the fields you need data from, e.g., Demographics screen for the Race field.

2. Click on the Table/Field Reveal icon in the upper right corner.

OR

3. Click on the Table/Field icon in upper right corner.

Clicking this icon will bring you to the Aeries Knowledge Base, where you can find information for the table and its fields per the Aeries screen you were in.

NOTE: If you have edit permissions for the screen you are working in, you can click on Edit or Change and then click the Table/Field Reveal icon and see a better listing of the screen and its fields.

IN PRACTICE

You’re looking for students’ general information including; ID, first name, last name, grade, ethnicity, and corresponding language. You’ll need to know the name of the table and the fields that data is found in. The image below shows you the field codes from the Demographics screen.

The resulting query would look like this:

LIST STU ID LN FN GR ETH CL
Aeries Queries and Labels

**QUERYING FOR INFORMATION IN MULTIPLE SCREENS/TABLES**

When the array of fields you are referencing in the query are found in separate/multiple tables, you must list all the tables containing the fields first, and then reference each field via its table and field name separated by a period/dot (.). See below.

**SEARCHING MULTIPLE TABLES**
You’re looking for students’ general information including; **ID, first name, last name, grade, ethnicity**, and **corresponding language, primary telephone**, as well contact information including; **emergency contact first** and **last name**, their **work phone, cell phone**, and the **contact relation**.

The resulting query would look something like this:

```sql
LIST STU CON STU.ID STU.LN STU.FN STU.GR STU.ETH STU.HL STU.TL CON.FN CON.LN CON.CP CON.WP CON.RL
```

1. Once you’ve completed your query sentence, **click** the **Run** button
2. Review the resulting records.
3. Close the results window.
4. **Click** the **Excel** button to export the query results to an Excel file.

**RETURNING DESCRIPTIVE RESULTS WITH THE SPECIAL CHARACTER - ?**
Many field values in Aeries are represented with a coded number. So, a corresponding language field value would return 11 rather than “Arabic”. Using the ? special character will return field values as descriptions rather than codes.

1. Change the above query sentence with this:

```sql
LIST STU CON STU.ID STU.LN STU.FN STU.GR STU.ETH? STU.HL? STU.TL CON.FN CON.LN CON.CP CON.WP CON.RL?
```

![Image of table showing descriptive results]
### Common Multi-Table Selections

#### Elementary

<table>
<thead>
<tr>
<th>1 Attendance</th>
<th>2 Supplemental</th>
<th>3 Medical</th>
<th>4 Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU ATT ABS</td>
<td>STU SUP (Student info)</td>
<td>STU MED (Medical)</td>
<td>STU ADS</td>
</tr>
<tr>
<td>STU ATN</td>
<td>STU SSD (Sec Stu Data)</td>
<td>STU MHS (Med History)</td>
<td>STU DSP</td>
</tr>
<tr>
<td></td>
<td>STU RAL (Recrd Access)</td>
<td>STU IMM (Immunization)</td>
<td>STU DIS</td>
</tr>
<tr>
<td></td>
<td>STU RJN (Rejoinders)</td>
<td>STU DNT (Dental)</td>
<td>STU EXP</td>
</tr>
<tr>
<td></td>
<td>STU AUT (Author/Prohib)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STU ACT (Activities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STU PGM (Programs)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 Contacts</th>
<th>7 Tests</th>
<th>8 Fees</th>
<th>0 Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU CON</td>
<td>STU TST CTL</td>
<td>STU FEE</td>
<td>STU CNF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>STU VIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E SpecEd</th>
<th>H Lang</th>
<th>Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU CSE (Special Ed)</td>
<td>STU LAC (LF info-SABE)</td>
<td>STU INV</td>
</tr>
<tr>
<td>STU CSE CSS (Suspens)</td>
<td>STU LAC LAF (FLOSEM)</td>
<td></td>
</tr>
<tr>
<td>STU CSE CSV (Services)</td>
<td>STU LAC LAS (Assesmt)</td>
<td></td>
</tr>
</tbody>
</table>

#### Secondary

<table>
<thead>
<tr>
<th>B - School Calendar</th>
<th>C - Master Schedule</th>
<th>E - Scheduling Master</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU DAY</td>
<td>MST TCH CRS</td>
<td>SMS CRS TCH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 Attendance</th>
<th>2 Supplemental</th>
<th>3 Medical</th>
<th>4 Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU ATT (Attendance)</td>
<td>STU SUP (Student info)</td>
<td>STU MED (Medical)</td>
<td>STU ADS</td>
</tr>
<tr>
<td>STU ATT ABS (Codes)</td>
<td>STU SSD (Sec Stu Data)</td>
<td>STU MHS (Med History)</td>
<td>STU DSP</td>
</tr>
<tr>
<td>STU ATT ATN (Notes)</td>
<td>STU RAL (Recrd Access)</td>
<td>STU IMM (Immunization)</td>
<td>STU DIS</td>
</tr>
<tr>
<td></td>
<td>STU RJN (Rejoinders)</td>
<td>STU DNT (Dental)</td>
<td>STU EXP</td>
</tr>
<tr>
<td></td>
<td>STU AUT (Author/Prohib)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STU ACT (Activities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STU PGM (Programs)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 Contacts</th>
<th>7 Tests</th>
<th>8 Fees</th>
<th>0 Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU CON</td>
<td>STU TST CTL</td>
<td>STU FEE</td>
<td>STU CNF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>STU VIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E SpecEd</th>
<th>H Lang</th>
<th>Interventions</th>
<th>J Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU CSE (Special Ed)</td>
<td>STU LAC (LF info-SABE)</td>
<td>STU SEC MST CRS TCH</td>
<td></td>
</tr>
<tr>
<td>STU CSE CSS (Suspens)</td>
<td>STU LAC LAF (FLOSEM)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STU CSE CSV (Services)</td>
<td>STU LAC LAS (Assesmt)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K Grades</th>
<th>L Transcript</th>
<th>N Crsattend</th>
<th>O College</th>
</tr>
</thead>
<tbody>
<tr>
<td>STU GRD CRS TCH</td>
<td>STU HIS CRS</td>
<td>STU CAR</td>
<td>STU CTS</td>
</tr>
<tr>
<td>STU GRH CRS TCH</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Aeries Queries and Labels

REFINING YOUR QUERY - FILTERING

THE IF FILTER

A condition can be added to the query statement to filter the output of records. For example, to list student information for only 9th graders, the condition IF GR = 9 would be added. This is considered an IF condition which always has four parts: the IF, the data field to be checked (GR), a comparison symbol (=), and the field value that you are testing for (9).

- List (LIST) the following student data (STU): last name (LN), first name (FN), grade (GR), and sex (SX), if (IF) sex (GR) is 9 (9).

  LIST STU LN FN ID HL IF GR = 9

MULTIPLE FILTERS

AND

  LIST STU LN FN ID HL IF GR = 9 AND SX = F

OR

  LIST STU LN FN ID HL IF GR = 9 OR GR = 10

AND OR

  LIST STU ID NM GR SX RC1 IF SX = F AND ( RC1 = 301 OR RC1 = 302 OR RC1 = 303 )

NOTE - There is a space before and after the starting and ending parenthesis.

COMPARISONS

While equals (=) is the most common comparison to make, there are a number of logical comparisons that can be utilized.

![Comparison Symbols](image)

NOTE – When testing for a “blank” or empty field, the syntax looks like this, = “ “. When testing for a “blank” or empty DATE field, the syntax looks like this, = NULL.

IN PRACTICE – MISSING KINDER PHYSICALS

  LIST STU LOC IMM SCON STU.SC LOC.NM STU.ID STU.NM STU.SX STU.GR STU.U8 STU.AD STU.CY STU.ST STU.ZC STU.ZX STU.SEM SCON.EM1 STU.TL IMM.H1 IMM.HW IF STU.GR = 0 AND STU.SC # 777 AND STU.SC # 90 AND IMM.H1 = NULL AND IMM.E1 = “” AND IMM.E2 = “” AND IMM.E3 = “” AND IMM.HW # P
**KEEP STATEMENTS**

A KEEP statement will ignore any students not in the keep listing.

For example, the following LIST statement narrows the information that you receive back from the system to only 9th graders and then when you run labels or any report only 9th graders will show.

After you run the KEEP statement, the Aeries screen will display a message to inform you that you have restricted the information that the query or report will return by using the KEEP statement. After running the report and you’ve obtained the desired information, click on Reset so that the KEEP statement is voided out.

**RUN YOUR LIST STATEMENT FIRST**

1. From the Navigation Tree, click on the **Pages** icon and then on **Query**.
2. Type or copy and paste the **LIST** statement into the **Enter Command** field.
3. For example, the following LIST statement for 9th grade students only.

   ```
   LIST STU IF GR = 9
   ```

4. **Click** on the **Run** button.
5. Verify the count and name of students are correct.
6. Click **Keep Students** in the Query Results screen.
7. Close the **Query Results** Preview window.
8. You have now ignored all student records except students whose grade is 9.
9. Now click on **Excel, Reports, Labels**, etc. to get your queried list of students.

**Note** – You can run as many LIST’s as you wish and KEEP them to build on the previous one.

**Note** – Once you select KEEP, it will remain in effect for all future queries or reports until it’s cleared. To clear all KEEP statements, click on the **Reset** button in the top left corner or the Reset button on the right. To clear the last KEEP/SKIP, use the Keep/Skip History option.
The TOTALS command allows you to find the total of students per the criteria you specify.

TOTAL STU IF U8 = Y AND CL = 01

TOTAL STU IMM IF STU.GR = 0 AND STU.SC # 777 AND STU.SC # 90 AND IMM.H1 = NULL AND IMM.E1 = " " AND IMM.E2 = " " AND IMM.E3 = " " AND IMM.HW # P

1. Once you’ve completed your query sentence, click the Run button
2. Review the resulting records.
CREATING QUERY LABELS

The records returned in your query can be placed onto labels.

1. Create your query placing \ where you wish a new line to be placed on the label.

   LIST STU FN LN ID \ AD \ CY ST ZC ZX

2. Click on Run

   This will return student records with the above field data on 3 lines per the label.

3. Close the results window and click on Labels

<table>
<thead>
<tr>
<th>Dylan Brierley Acosta 385025</th>
<th>Amani Brown 500151</th>
<th>Diego Cordero Gallegos 357348</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBCUSD – Information Technology Training</td>
<td>SBCUSD – Information Technology Training</td>
<td>SBCUSD – Information Technology Training</td>
</tr>
<tr>
<td>5688 BLYTHE AVE</td>
<td>6371 Haven Ave #3269</td>
<td>26500 S 17TH ST</td>
</tr>
<tr>
<td>HIGHLAND CA 92345 1620</td>
<td>Rancho Cucamonga CA 91737</td>
<td>SAN BERNARDINO CA 92404 5601</td>
</tr>
<tr>
<td>Electro Mayfield 114251</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10005 BTACO AVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RANCHO CUCAMONGA CA 91737</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ricardo De Luna 484254</td>
<td>Ramiro Godina 463393</td>
<td>Halsey Henthorn 406601</td>
</tr>
<tr>
<td>12222 W LYNWOOD DR</td>
<td>7800 E 9TH ST SPC 82</td>
<td>8988 W 18TH ST</td>
</tr>
<tr>
<td>SAN BERNARDINO CA 92405 1030</td>
<td>SAN BERNARDINO CA 92410 4080</td>
<td>SAN BERNARDINO CA 92405 4220</td>
</tr>
<tr>
<td>Michael Ibarra 417022</td>
<td>Sahid Lopez Santiago 457318</td>
<td>Saul Mariscal Ramirez 490577</td>
</tr>
<tr>
<td>26259 CYPRESS ST</td>
<td>602 N G ST</td>
<td>355 N ALLEN ST APT 224</td>
</tr>
<tr>
<td>HIGHLAND CA 92346 3413</td>
<td>SAN BERNARDINO CA 92410 3112</td>
<td>SAN BERNARDINO CA 92410 4572</td>
</tr>
<tr>
<td>James Mejia 417345</td>
<td>Carolina Perez 368108</td>
<td></td>
</tr>
<tr>
<td>2606 ROSEMARY LN</td>
<td>139 E 2ND ST</td>
<td></td>
</tr>
<tr>
<td>SAN BERNARDINO CA 92407 2145</td>
<td>SAN BERNARDINO CA 92408 1108</td>
<td></td>
</tr>
</tbody>
</table>
To retrieve district-wide information, be sure to log into the district before running the query. To access information regarding an individual school site, login to that school site before running the query. The following query list is in alphabetical order.

Copy and paste one of the queries below into the Query **Command** field

After you **RUN** the query to see if the data is correct, select one of the buttons on the right to get your listing.

**NOTE** – If you run SKIPs or KEEPs you’ll need to use the reset feature to clear those statements before running any further queries or reports.

### 1st Graders who Need a Physical
This three-part query is used to determine which 1st graders require a physical. This query returns the following information: School, ID #, Name, Gender, and Grade. The query looks for 1st graders who do not have a date listed in the Physical field in the Immunizations screen in Aeries.

```sql
KEEP STU IF GR = 1
After you run the first KEEP statement, click the New button. Type the KEEP statement below into the query field and click the Run button.
KEEP STU IMM IF IMM.H1 = NULL
After you run the second KEEP statement, click the New button and run the LIST statement. This will generate the final report. To get a printed copy, use the Excel or Report button.
LIST STU IMM STU.SC STU.ID STU.NM STU.SX STU.GR IMM.H1 BY STU.SC STU.NM IF IMM.H1 = NULL
```

### 1st Graders who Need a Physical (students with exemptions excluded)
This query is used to determine which 1st graders require a physical. This query returns the following information: ID #, Name, Gender, and Grade. The query looks for 1st graders who do not have a date listed in the Physical field in the Immunizations screen in Aeries.

```sql
LIST STU IMM STU.ID STU.NM STU.SX STU.GR IMM.H1 BY STU.NM IF IMM.H1 = NULL AND IMM.E1 = " " AND IMM.E2 = " " AND IMM.E3 = " "
```

### Address List of Students
This query returns the following information: Student Name and Mailing Address. To find the address for a single student, add **IF ID = 123456** to the end of the query and replace the ID number with the student’s that you want to find. To find the address for a number of students, add **OR IF ID = 123456** to the end of the query as many times as necessary and replace the ID numbers with the student’s that you want to find. This query pulls data from the Demographics screen.

```sql
LIST STU NM AD CY ST ZC
```
Address by Grade(s)
This query returns the following information: Student Name, Mailing Address, City, State, and Zip Code. Replace the 9 on the end of the query with the grade number that you want to find. To return two grades, add OR GR = 10 to the end of the query. Replace the 10 with the appropriate grade number. This query pulls data from the Demographics screen.

LIST STU NM AD CY ST ZC IF GR = 9

Address by Street Number
This query finds all of the addresses that begin with the numbers that you specify. The query returns the following information: Student Name, ID #, School #, Mailing Address, City, State, and Zip Code. Replace the 2255 with the number that you want to connect to a street name. This query pulls data from the Demographics screen.

LIST STU NM ID SX GR CY ST ZC AD IF AD : 2255

Address by Street Name
This query returns the following information: Student Name, ID #, School #, Mailing Address, City, State, and Zip Code. Replace the above street name with the one that you want to connect to students. This query pulls data from the Demographics screen.

LIST STU NM ID SX GR CY ST ZC AD IF AD : WATERMAN

Born after and/or grade
This query returns the following information: last name, first name, grade, and birth date if birth date is less than XX/XX/XXXX and grade equals 12.

LIST STU LN FN GR BD IF BD < XX/XX/XXXX AND GR = 12

List (LIST) the following student data (STU): last name (LN), first name (FN), grade (GR), and birth date (BD) if (IF) birth date (BD) is less than (> 01/01/1990 or (OR) grade (GR) equals (=) 12.

LIST STU LN FN GR BD IF BD < 01/01/1990 OR GR = 12

Capped In/Be Still Listing
This query returns the following information: ID #, Name, Gender, Grade, Inter District #, and Resident School. The query pulls data from the IntDist field on the Demographics screen. The 8 in the query refers to the code for Capping and the C in the query refers to the code for the Be Still program. Type the LIST statement below into the query field and click the Run button. The report will generate.

LIST STU ID NM SX GR IT RS IF IT = 8 OR IT = C
Capped Out
This query returns the following information: ID #, Name, Gender, Grade, Inter District #, and Resident School. The query pulls data from the ResSchl and the IntDist field on the Demographics screen. The 8 in the query refers to the code for Capping and the 130 in the query refers to the SACs code for school. Type the LIST statement below into the query field and click the Run button. The report will generate. This query MUST be run on the district level.

    LIST STU ID NM SX GR IT RS IF RS = 130 AND IT = 8

Class Of
This query returns the following information: Last Name, First Name, ID #, Grade, and Class of. To run the query to find a certain Class of, add IF SUP.CO = 2007 to the end of the query. Replace the 2007 with the appropriate year. To run the query by grade, add IF GR = 9 to the end of the query. Replace the 9 with the appropriate grade. This query pulls data from the Supplemental screen.

    LIST STU SUP STU.NM STU.ID STU.GR BY SUP.CO

Enrollment Dates (Run at District Level)
This query returns the following information: School Site #, Resident School Site #, ID #, Last Name, First Name, Grade, School Enter Date, District Enter Date, Interdistrict Code, Year, School, Enter Date, Leave Date, Teacher Name, and Room #. To find a single student’s enrollment date, add AND ID = 123456 to the end of the query and replace the ID number with the student’s that you want to find. To find the enrollment date for a number of students, add OR IF ID = 123456 to the end of the query as many times as necessary and replace the ID numbers with the student’s that you want to find. To find enrollments after a certain date, add IF STU.ED > 10/01/2011 to the end of the query. Replace the date with the one that you want to find enrollments after.

    LIST STU ENR SEC MST TCH STU.SC STU.RS STU.ID STU.NM STU.GR STU.ED STU.DD STU.IT ENR.YR ENR.SC ENR.ED ENR.LD TCH.TE MST.RM BY TCH.TE STU.NM ENR.ED REV IF STU.SC = 140

Home School
This query returns the following information: Last Name, First Name, Middle Initial, ID #, Resident School, Last School, and Inter District #. To find a single student’s home school, add AND ID = 123456 to the end of the query and replace the ID number with the student’s that you want to find. To find the home school for a number of students, add OR IF ID = 123456 to the end of the query as many times as necessary and replace the ID numbers with the student’s that you want to find.

    LIST STU NM ID RS LS IT
These queries generate labels that are standard 5160 size. The query statements below can be used to create labels for your school.

Copy and paste or type one of the Query Statements into the Query Command field.

To include inactive students in the results, checkmark Include Inactive Students.

Click on the Run button.

The Query Results screen appears. Verify your student’s information, and then close the window.

Click on the Labels button.

**NOTE** - If you run the labels while logged into the District rather than running them at a single school site, you may get multiple labels for the same student.

Click on the Run Report button.

Open or Save as you wish.

### Address Labels

This query generates labels with the following information: To the Parent/Guardian of, First Name, Middle Name, Last Name, and Mailing Address. To generate a label for a single student, add IF ID = 123456 to the end of the query. Replace the 123456 with the appropriate ID #.

```
LIST STU "To Parent/Guardian of:" \ FN MI LN \ AD \ CY ST ZC ZX
```

### Address Labels by Date

This query generates labels with the following information: To the Parent/Guardian of, First Name, Middle Name, Last Name, and Mailing Address. Replace the date below with the appropriate one. To generate a label for a single student, add AND ID = 123456 to the end of the query. Replace the 123456 with the appropriate ID #.

```
LIST STU "To Parent/Guardian of:" \ FN MI LN \ AD \ CY ST ZC ZX IF ED > 10/01/2008
```

### Address Labels with Class Of

This query generates labels by Class of with the following information: First Name, Middle Name, Last Name, Mailing Address, and Class of. To generate a label for a single student, add IF ID = 123456 to the end of the query. Replace the 123456 with the appropriate ID #.

```
LIST STU SUP "To Parent/Guardian of:" \ FN MI LN \ AD \ CY ST ZC ZX \ Class of SUP.CO
```
Cum Labels for New Students
This two-step query returns the following information: ID #, Last Name, First Name, Gender, and Birth date. Change the date range as needed.

\[\text{LIST STU ID \ LN "," FN " \ SX \ BD BY LN IF ED > 08/01/2008}\]

Labels for Counselors
This query generates mailing labels for all of a counselor’s students with the following information: First Name, Middle Name, Last Name, and Mailing Address. Change the number at the end of the query to the counselor’s number.

\[\text{LIST STU TCH "To Parent/Guardian of:" \ STU.FN STU.MI STU.LN \ STU.AD \ STU.CY STU.ST STU.ZC IF TCH.TN = 146}\]

Labels for Student’s Cum Folder
This query generates labels for the students cum folder with the following information: ID#, Last Name, First Name, Gender, and Birth date. Change the date below as needed.

\[\text{LIST STU ID \ LN FN MI \ SX \ BD BY LN FN IF ED > 08/01/2008}\]

Labels for New Student’s Cum Folder
This query generates labels for the new student’s cum with the following information: ID#, Last Name, First Name, Gender, and Birth date. Change the date below as needed.

\[\text{LIST STU ID \ LN FN MI \ SX \ BD BY LN FN IF ED > 08/01/2008}\]

Labels by Grade
This query generates labels for students by grade with the following information: ID#, Last Name, First Name, Gender, and Birth Date. Change the grade as needed.

\[\text{LIST STU ID \ LN FN MI \ Gender: SX \ Birthdate: BD IF GR = 0}\]

Labels with Grades
This query generates labels for students with the grade listed with the following information: First Name, Middle Initial, Last Name, Mailing Address, and Grade. Change the grade as needed.

\[\text{LIST STU "To Parent/Guardian of:" \ FN MI LN \ AD \ CY ST ZC ZX \ Grade: STU.GR}\]

Labels for Next Year’s Students
This query generates labels for next year’s students with the ID # listed and the following information: First Name, Middle Initial, Last Name, and Mailing Address. Change the 136 to your school’s SACs code. Check Include Inactive Students.

\[\text{KEEP STU IF NS = 136 AND ( TG = " " OR TG = "*" )}\]
\[\text{LIST STU PG " " ID " " NG \ "Re:" FN MI LN \ AD \ CY ST ZC "-" ZX BY NG NT LN FN MI}\]
Labels by Program
This query returns the following information: To the Parent/Guardian of, Last Name, First Name, and Mailing Address by Attendance Program (Prog) code. NOTE: This query can be used with any code in the Attendance Program (Prog) on the Demographics screen. Just replace the 1 with another code.

```
LIST STU ATT "To Parent/Guardian of:" \ FN MI LN \ AD \ CY ST ZC ZX BY ATT.PR IF ATT.PR = 1
```

Labels by Special Programs
This query returns the following information: To the Parent/Guardian of, Last Name, First Name, and Mailing Address by Special Program. Replace the 700 with the Special Program Code that you want the generate labels for.

```
LIST STU PGM To the Parent/Guardian of: \ STU.FN STU.MI STU.LN \ STU.AD STU.CY , STU.ST \ STU.ZC - STU.ZX PGM.CD IF PGM.CD = 700
```

Labels by Teacher
This query generates labels by teacher with the following information: To the Parent/Guardian of, First Name, Middle Initial, Last Name, and Mailing Address. Replace the SMITH with the teacher’s last name.

```
LIST STU TCH "To Parent/Guardian of:" \ FN MI LN \ AD \ CY ST ZC ZX BY TCH.TE IF TCH.TE : SMITH
```

Labels by Teacher and Grade
This query generates labels by teacher with the following information: To the Parent/Guardian of, First Name, Middle Initial, Last Name, and Mailing Address. Follow the instructions on how to run KEEP statements. Be certain to change the grade from ‘1’ to the appropriate one. Be certain to change the teacher’s number from ‘1’ to the appropriate one. A teacher’s number can be found by going to School Info > Teachers in Aeries.net.

```
KEEP STU IF GR = 1
KEEP STU TCH IF TCH.TN = 1
LIST STU TCH "To Parent/Guardian of:" \ FN MI LN \ AD \ CY ST ZC ZX BY TCH.TE
```

Name Labels with ID#, Birthday, and Gender
This query generates name labels with the following information: ID#, Last Name, First Name, Birth date, and Gender. To generate a label for a single student, add IF ID = 123456 to the end of the query. Replace the 123456 with the appropriate ID #.

```
LIST STU STU.ID \ STU.LN STU.FN STU.MI \ STU.BD \ STU.SX
```
SUPPORT FOR AERIES QUERIES

You may contact the following offices for assistance with Aeries Queries:

Reports Department        Specialty Reports
(909) 386-2550 or reports@sbcusd.com

Security Department       Login and password questions
(909) 386-2550 or securityspecialist@sbcusd.com

IT Training Specialist    Training Requests
(909) 386-2550 or techtraining@sbcusd.com