

## Aeries Inter-District Transfer (Permit Codes)

District departments that are responsible for permit codes are required to enter and change permits for current year and next year and run reports to check for students waiting for permits.

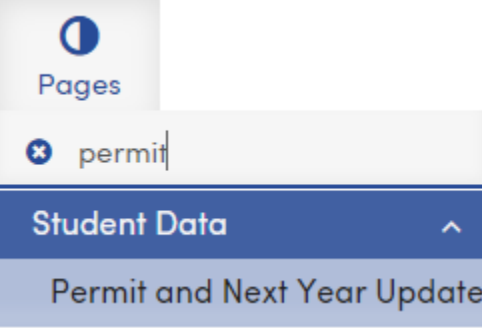
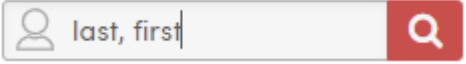

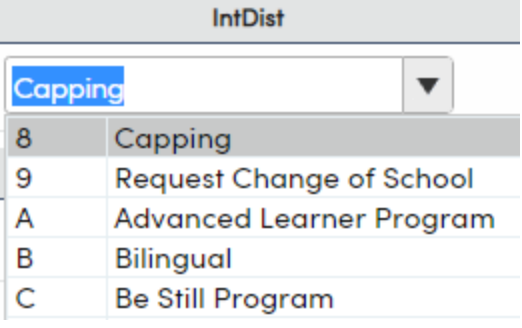
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### IT Support and Security Access

IT Support	Trainers (909) 386-2550 techtraining@sbcusd.k12.ca.us
Security Access	Security Specialists (909) 386-2550 securityspecialist@sbcusd.k12.ca.us

## Modify Current Year Inter-District Transfer Code Information (Permit Code)

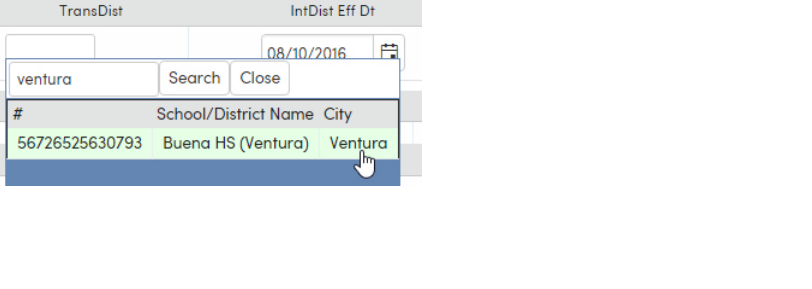
<p>Login to Aeries at the <b>District</b> level.</p>	<p>San Bernardino City Unified School Dist. ▾</p>										
<p>Go to the <b>Permit and Next Year Update</b> page.</p>	 <p>The screenshot shows a navigation menu with a search bar containing 'permit'. The search results list 'Student Data' and 'Permit and Next Year Update', with the latter being highlighted in blue.</p>										
<p>Search for the student.</p> <p><b>Important:</b> Select the Active listing.</p>	 <p>The screenshot shows a search bar with a person icon on the left, the text 'last, first' entered, and a red search button on the right.</p>										
<p>Click the <b>Change/Update Permit</b> button.</p>	 <p>The screenshot shows a button with the text 'Change/Update Permit' highlighted with a black border.</p>										
<p>In the <b>IntDist</b> field, select the permit code.</p> <p><b>Note:</b> The permit codes available to you in Aeries will depend on the types of permits your department services.</p>	 <p>The screenshot shows a dropdown menu titled 'IntDist'. The selected option is 'Capping'. Below it is a list of other options: '8 Capping', '9 Request Change of School', 'A Advanced Learner Program', 'B Bilingual', and 'C Be Still Program'.</p> <table border="1" data-bbox="625 1333 1144 1543"> <tr> <td>8</td> <td>Capping</td> </tr> <tr> <td>9</td> <td>Request Change of School</td> </tr> <tr> <td>A</td> <td>Advanced Learner Program</td> </tr> <tr> <td>B</td> <td>Bilingual</td> </tr> <tr> <td>C</td> <td>Be Still Program</td> </tr> </table>	8	Capping	9	Request Change of School	A	Advanced Learner Program	B	Bilingual	C	Be Still Program
8	Capping										
9	Request Change of School										
A	Advanced Learner Program										
B	Bilingual										
C	Be Still Program										

In the **IntDist Eff Dt** field, select the start date of the permit.

**Note:** This will add an Ent/Lv (Enter/Leave) date on the Attendance Enrollment screen and the Lv (Leave) date will be the school day before the IntDist Eff Dt.



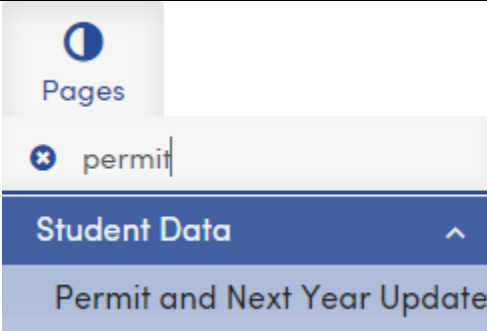
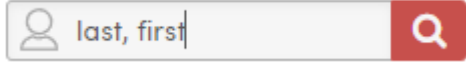
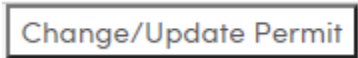
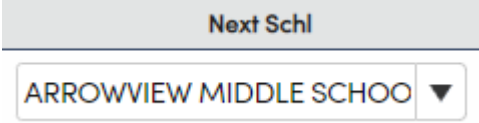
For an out of district transfer student, enter where the student is coming from in the **TransDist** field.



Click the **Update Permit** button.



## Modify Next Year Inter-District Transfer Code Information (Permit Code)

<p>Login to Aeries at the <b>District</b> level.</p>	<p>San Bernardino City Unified School Dist. ▾</p>
<p>Go to the <b>Permit and Next Year Update</b> page.</p>	 <p>The screenshot shows a navigation menu with a search icon and the text 'Pages'. Below it, a search bar contains the text 'permit'. A dropdown menu is open, showing 'Student Data' with an upward arrow and 'Permit and Next Year Update' which is highlighted in blue.</p>
<p>Search for the student.</p> <p><b>Important:</b> Select the Active listing unless the student only has a Pre-Enrolled Status. If the student is pre-enrolled to a school other than the permit school, call that school and have the student dropped as Wrong School.</p>	 <p>The screenshot shows a search input field with a person icon on the left, the text 'last, first' inside, and a red search button with a magnifying glass icon on the right.</p>
<p>Click the <b>Change/Update Permit</b> button.</p>	 <p>The screenshot shows a rectangular button with the text 'Change/Update Permit' in blue.</p>
<p>In the <b>Next Schl</b> field, select the school the student will be attending next year from the drop-down list.</p>	 <p>The screenshot shows a dropdown menu with a grey header 'Next Schl'. Below it, a white box contains the text 'ARROWVIEW MIDDLE SCHOO' followed by a downward-pointing arrow.</p>

In the **Next IntDist** field, select the permit code from the drop-down menu.

The screenshot shows a form field titled "Next IntDist". It features a dropdown menu with "Administrative" selected. Below the dropdown, the number "2" is displayed next to the word "Administrative".

For an out of district transfer student, enter where the student is coming from in the **TransDist** field.

The screenshot shows a search interface for the "TransDist" field. The search term "ventura" is entered in a text box. A search result is displayed in a table below the search box:

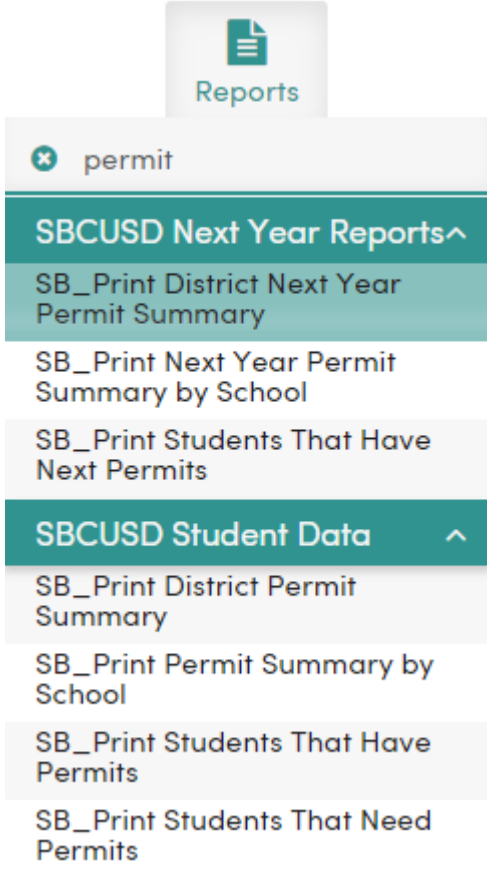
#	School/District Name	City
56726525630793	Buena HS (Ventura)	Ventura

Click the **Update Permit** button.

**Note:** The Attendance Enrollment and Enrollment History screens do not reflect the Next School Year changes.

The screenshot shows a button labeled "Update Permit" with a rectangular border.

## Run Reports to Display Students Who Have a Permit or Need a Permit

<p>Login to Aeries at the <b>District</b> level.</p>	<p>San Bernardino City Unified School Dist. ▾</p>
<p>Click on the <b>Reports</b> tab, filter for permit, and run the report(s).</p>	 <p>The screenshot shows the 'Reports' tab selected in the Aeries interface. A search filter 'permit' is applied, resulting in a list of reports. The reports are grouped into two sections: 'SBCUSD Next Year Reports' and 'SBCUSD Student Data'. The 'SBCUSD Next Year Reports' section includes 'SB_Print District Next Year Permit Summary', 'SB_Print Next Year Permit Summary by School', and 'SB_Print Students That Have Next Permits'. The 'SBCUSD Student Data' section includes 'SB_Print District Permit Summary', 'SB_Print Permit Summary by School', 'SB_Print Students That Have Permits', and 'SB_Print Students That Need Permits'.</p>

## Permits and Responsible Departments

Permit	Description	Roll over	Department-Administrator	Contact / Email	Active
0	Sankofa	Y	Equity & Targeted Student Achievement- Wil Greer	Silvia Bernal / Nancy Castaneda	Y
1	Academic	Y	Secondary Education Sudha Venkatesan	Secondary Education (Classified)	Y
2	Administrative	Y	Positive Youth Development Marlene Bicondova	Positive Youth (Classified)	Y
3	Special Education	Y	Special Education Howana Lundy	Olivia Neely	Y
4	Desegregation and Integration (Belvedere, Hillside, Bonnie Oehl)	Y	Language Assessment Center- Melanie McGrath	Maricruz Berry	Y
5	Adjustment	Y	Positive Youth Development Marlene Bicondova	Adriana Chavez	Y
7	Inter-District	Y	Enrollment & Placement Services- Leonard Buckner	Nancy Castaneda	Y
8	Capping	N	Capping Office	Delia Franco / Ciria Sonnenburg	Y
9	Request Change of School	Y	Enrollment & Placement Services- Leonard Buckner	Nancy Castaneda	Y
A	Advanced Learner Program	Y	Elementary Instruction Amy Coker	Rebecca Clark / Misti Hamilton	Y
B	Bilingual	Y	English Learners Melanie McGrath	LAC@sbcusd.k12.ca.us	Y
C	Be Still Program	N	Capping Office	Delia Franco/ Ciria Sonnenburg	Y
E	Support Services	N	Virtual Academy	Guadalupe Martinez	Y
H	Health	N	Health Services Colleen Williams	Not used at this time	
I	Intermediate	N	Secondary Education Sudha Venkatesan	Blanca Rivera/ Cristina Bayles Not used at this time	
J	Fine Arts (Anton, Palm)	Y	Enrollment & Placement Services- Leonard Buckner	Silvia Bernal	Y
K	Kindergarten (Transitional)	N	Elementary Instruction Amy Coker	Rebecca Clark / Misti Hamilton	Y

L	Homeless	Y	Specialized Programs Angela Urquidies	Homeless and Foster Education	Y
M	Student Wellness & Supt. Svcs. Rollover	Y	Student Wellness & Supt. Svcs Colleen Williams	Silvia Rodriguez	Y
N	North Verdemont (Environmental Education)	Y	Enrollment & Placement Services- Leonard Buckner	Silvia Bernal	Y
P	Salinas (Creative & Performing Arts)	Y	Enrollment & Placement Services- Leonard Buckner	Silvia Bernal	Y
R	Lottery	Y	Secondary Education Sudha Venkatesan	Secondary Education (Classified)	Y
S	Special Ed. RCS	Y	Special Education Howana Lundy	Olivia Neely	Y
T	Kimbark (Environmental Sci. & Technology Education)	Y	Enrollment & Placement Services - Leonard Buckner	Silvia Bernal	Y
U	Foster Youth	Y	Specialized Programs Angela Urquidies	Homeless and Foster Education	Y
V	Cal-Safe Pregnant Minor	Y	Specialized Programs Angela Urquidies	Marisa Ruiz	Y
Y	Bilingual Capping	N	English Learners/Language Assessment- Lester Ojeda	LAC@sbcusd.k12.ca.us	Y
Z	Continuation School	Y		Christy LeBlanc / Cecilia Cantu	Y