



Student Legal Information

April 1, 2016

- 1. Information**
- 2. Security**
- 3. Student Demographics Page**
Aeries Web Version
Aeries Client Version
- 4. CALPADS Extracts**
- 5. Reports**
Transcripts
Assertive Discipline Report

Student Legal Information

Aeries now supports changing the student name and gender fields on the **Student Demographics** page to be student's preferred name and gender. When this is done, the Legal Name and Gender can be entered into a newly added area called **Legal Student Information (LSI table)**.

The new **Legal Student Information** fields are supported in both Aeries Web and Client versions.

The new fields are **Legal Last Name, Legal First Name, Legal Middle Name** and **Legal Gender**.

Users must have permissions to the **Legal Student Information (LSI)** security area in order to VIEW and/or UPDATE this information.

Certain reports in the system now support displaying the legal student information instead of the preferred name and gender. Users must have access to the legal student information in order for these options to display on the various reports.

WARNING - this should NOT be used for simple "AKA" names of students (Mike vs Michael). The **Student Alias** fields would be used for this. The **Legal Student Information** fields should only be used after a formal request from the parents or student for a name or gender change.

The Aeries CALPADS extracts will automatically pull the student's Legal Name and Gender from the new Legal (LSI) fields but all other areas of Aeries will display the students preferred name

In Aeries Web, the **Students** page will display the new fields with the **Show/Hide Legal Name** button clicked.

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
30	Aguilar	Allan			M	10	15	7/25/2000
	Legal Last Name	Legal First Name	Legal Middle Name		Legal Gender			
	Aguilar	Elizabeth			F			
Perm ID#	Last Alias	First Alias	Middle Alias		Birth Verif			Status
99400030								Active

Show/Hide Legal Name

In Aeries Client, the **Legal Info** tab will display on the **Students** form:

Students

2015-2016 Screaming Eagle High School 4/1/2016

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Links **Legal Info**

Stu#	Last Name	First Name	Middle Name	Suffix	Student ID	Sex	Grade	Birthdate	Age
000030	Aguilar	Allan			099400030	M	10	7/25/2000	15

Legal Name & Gender

Last Name: Aguilar First Name *: Elizabeth Middle Name: Gender *: F

(*) required fields

Save Delete Cancel

Security

In Aeries Web under the **Student Data** section of the **Security** page is a new **Legal Student Information (LSI)** area. Users must have permissions to the **Legal Student Information** security area in order to READ/VIEW and/or UPDATE this information.

Users with no permissions to the **Legal Student Information** security area will not have access to view and/or change the data in the new legal fields.

Permissions								
Group Associations								
School Access								
<input type="checkbox"/> Display Permissions Only								
Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	
Student Data								
Student Data	STU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Student Information	LSI	<input checked="" type="checkbox"/>		<input type="checkbox"/>				

Client users will need Select, Insert and Update to Read and/or Update in order to READ/VIEW and/or UPDATE.

Students Demographic Page

The new legal fields are available on the **Student Demographics** page in Aeries Web and Client versions.

Aeries Web Version

In Aeries Web, Admin Users and users with Read and or Update permissions to the **Legal Student Information** security area will be able to view and/or update the new legal fields by clicking on the **Show/Hide Legal Name** button.

If the fields are populated for a student, a **Show/Hide Legal Name** button will display at the bottom right of the **Student Demographics** page to users with permissions to the Legal fields.

2015-2016 Screaming Eagle High School
Welcome admin

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
30	Agullar	Allan			M	10	15	7/25/2000
	Legal Last Name	Legal First Name	Legal Middle Name		Legal Gender			
	Agullar	Elizabeth			F			
Perm ID#	Last Alias	First Alias	Middle Alias		Birth Verif			Status
99400030								Active

Student Demographics

Residence and Mailing Address Addr. Verif

[Change](#) 1140 S Candish Ave
Eagle Rock, CA 99999

Grid Code ResSchl IntDist TransDist IntDist Exp Dt Name Addr Ver

9/4/2013

Parent/Guardian Telephone Extn Track Prog Att Prg 1 Att Prg 2

Name: M/M A Agullar Primary: (777) 555-1234

Ed Lvl: College Graduate (11) Student's Mobile:

RcdRel: Blank Primary Contact 1: (777) 555-6411 2149 Schl: 9/12/2004

Email: Parent.Agullar@example.com Primary Contact 2: (777) 555-8199 Dist: 8/15/2005

Counselor Locker CorrLng RptgLng LangFlu SM DM Family#

623 - Monarch - Spanish Spanish (F) 9 2 797

Ethnicity Race (Ethnicity) Birth City State Country

Y - Hispanic or Latino Eagle Point CA US

User1 User2 User3 User4 Band GATE User7 User8 User9 User10 User11 User12 User13 Message

Student has invalid or missing Track Code in STU

Next Schl Next Grd Next Tchr Sched Grp Algebra 1 High School Physical Fitness

11 Unassigned (0) No Group Requirement Not Met Not Tested/Undetermined


Next Grid Code Next Prg Next Prg 1 Next Prg 2

Next ResSchl Next IntDist Next TransDist

Import From AIR
Add
Change
Delete
Update Attendance
Reports
Take Student Picture
Upload Student Picture
Show/Hide Legal Name

Show/Hide Legal Name

The fields will display only when clicking on the **Show/Hide Legal Name** button for the current student. When moving to another student, the fields will be hidden and the **Show/Hide Legal Name** button will need to be clicked again for the new student.

	Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
	30	Aguilar	Allan			M	10	15	7/25/2000
		Legal Last Name	Legal First Name	Legal Middle Name		Legal Gender			
		Aguilar	Amy			F			
	Perm ID#	Last Alias	First Alias	Middle Alias		Birth Verif			Status

When adding a new student, the **Show/Hide Legal Name** button will need to be clicked for the legal fields to display.

2015-2016 Screaming Eagle High School Welcome admin
My Options

Stu#	Last Name	First Name	Middle Name	Legal Suffix	Sex	Grd	Age	Birthdate
2884						9	0	
	Legal Last Name	Legal First Name	Legal Middle Name		Legal Gender			
								<input type="button" value="Delete Legal Student Information"/>
Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias		Birth Verif			Status
99500407								


Student Data 1 Student Data 2

Student Demographics


Address	City	State	Zip	Extn	Addr. Verif
Residence: <input type="text"/>	Eagle Rock	CA	95994		<input type="checkbox"/> Addr. Verif

To populate the new fields on an existing student, click on the **Change** button and then the **Show/Hide Legal Name** button.

2015-2016 Screaming Eagle High School

	Stu#	Last Name	First Name	Middle Name	Legal Suffix	Sex
	30	Aguilar	Allan			M
		Legal Last Name	Legal First Name	Legal Middle Name		Legal Gender
		Aguilar	Amy			F

The **Legal First Name** and **Legal Gender** are required fields if using the Legal fields. If they are not populated, the following message will display when clicking on the **Update** button.

 **Alert** ×

The student legal information was not saved. Legal First Name, and Gender are required IF USING the legal fields.

Aeries Client Version

In Aeries Client on the **Students** form, a **Legal Info** tab will display to Admin Users and users with permissions to the **Legal Student Information (LSI)** table.

The screenshot shows the 'Students' form for 'Screaming Eagle High School' for the school year '2015-2016'. The 'Legal Info' tab is highlighted with a red box. Below the tabs, a table displays student information for student ID 000030, Allan Aguilar, born 07/25/2000, age 15. Below the table, contact information for the parent/guardian is shown, including area/telephone (777) 555-1234 and primary contact 1 (777) 555-6411.

Clicking on the **Legal Info** tab will display the following form.

The screenshot shows the 'Students' form with the 'Legal Info' tab selected. A sub-form titled 'Legal Name & Gender' is displayed, containing fields for 'Last Name' (Aguilar), 'First Name *' (Elizabeth), 'Middle Name', and 'Gender *' (F). There are 'Save', 'Delete', and 'Cancel' buttons to the right of the fields. A red note below the fields states '(*) required fields'.

For users with no permissions to the **Legal Student Information (LSI)** tables, the **Legal Info** tab will not display.

The **Legal First Name** and **Legal Gender** are required fields if using the Legal fields. If they are not populated, the following message will display when clicking on the **Save** button.

The screenshot shows a 'Microsoft Access' dialog box with the message: 'The Legal First Name and Gender fields need to be populated'. An 'OK' button is located at the bottom right of the dialog box.

CALPADS Extracts

All the extracts that include the student name (and gender) have been updated to use the **Legal Student Information (LSI)** table. The process will continue to look at the STU table for the name and gender information, but if there is data in the **Legal Student Information (LSI)**, that information will take preference over the information in STU.

Reports

At this time two reports are available in Aeries Web and Aeries Client versions to print the legal names, the **Student Transcript** and the **Assertive Discipline** report. More reports will be added in the future.

The **Print Student Transcript** will have a **Print Student Legal Name** option for students with the legal names populated.

Schl	Year	Tm	Grd	Crs	ID	Std	Course Title	RT	CP	N/H	Mark	Atmp	Comp	Special	Crs Title	More
994	14-15	1	9	0010	PE 9					N	D	5.00	5.00			Input
994	14-15	1	9	0095	Study Skills						D	5.00	5.00			Input
994	14-15	1	9	0301	English 9 Cp						P	F	5.00	0.00		Input

When using the **Print Student Legal Name** option, the legal name and gender will print on the Transcript.

<table> <tr> <th>Student Name</th> <th>Stu#</th> <th>Grade</th> <th>Sex</th> <th>Birthdate</th> <th>Student ID</th> <th>Counselor</th> </tr> <tr> <td>Aguilar, Elizabeth</td> <td>000030</td> <td>10</td> <td>F</td> <td>7/25/2000</td> <td>0099400030</td> <td>Monarch</td> </tr> </table>	Student Name	Stu#	Grade	Sex	Birthdate	Student ID	Counselor	Aguilar, Elizabeth	000030	10	F	7/25/2000	0099400030	Monarch	<p>Transcript of Student Progress</p> <p>March 31, 2016 Screaming Eagle High School 6336 Eagle Crag Lane Eagle Rock, CA 95994 (825) 468-7777 Fax (949) 512-1545</p>																																		
Student Name	Stu#	Grade	Sex	Birthdate	Student ID	Counselor																																											
Aguilar, Elizabeth	000030	10	F	7/25/2000	0099400030	Monarch																																											
<table> <tr> <th>Crs-ID</th> <th>Course Title</th> <th>Mark</th> <th>Att/Cmp</th> <th>Crs-ID</th> <th>Course Title</th> <th>Mark</th> <th>Att/Cmp</th> </tr> <tr> <td colspan="8">Grade 9 Fall 2014-2015</td> </tr> <tr> <td colspan="8">Screaming Eagle High School</td> </tr> <tr> <td>* 0010</td> <td>PE 9</td> <td>D</td> <td>5.00 5.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0095</td> <td>Study Skills</td> <td>D</td> <td>5.00 5.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Crs-ID	Course Title	Mark	Att/Cmp	Crs-ID	Course Title	Mark	Att/Cmp	Grade 9 Fall 2014-2015								Screaming Eagle High School								* 0010	PE 9	D	5.00 5.00					0095	Study Skills	D	5.00 5.00					<table> <tr> <th>Crs-ID</th> <th>Course Title</th> <th>Mark</th> <th>Att/Cmp</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Crs-ID	Course Title	Mark	Att/Cmp				
Crs-ID	Course Title	Mark	Att/Cmp	Crs-ID	Course Title	Mark	Att/Cmp																																										
Grade 9 Fall 2014-2015																																																	
Screaming Eagle High School																																																	
* 0010	PE 9	D	5.00 5.00																																														
0095	Study Skills	D	5.00 5.00																																														
Crs-ID	Course Title	Mark	Att/Cmp																																														

The **Student Assertive Discipline Record** also has a new option to **Print Student Legal Name**.

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Print Comments <input type="checkbox"/> Print Additional Info <input type="checkbox"/> Print Expulsion Info <input type="checkbox"/> Limit By Dates <input type="checkbox"/> Include Students With No <input checked="" type="checkbox"/> Gray Section Headings <input type="checkbox"/> Print Student Legal Name <p>Run Report</p>	<p align="center">Screaming Eagle High School</p> <p align="right">4/1/2016</p> <hr/> <p>2015-2016 Student Assertive Discipline Record Page 1</p> <hr/> <p align="center">Filtered by Student</p> <table border="1"> <thead> <tr> <th>STU#</th> <th>Student Name</th> <th>Sex</th> <th>Grade</th> <th>Student ID</th> <th>Program</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>Aguilar, Elizabeth</td> <td>F</td> <td>10</td> <td>99400030</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Date</th> <th>Tag</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>4/21/2012</td> <td>T</td> <td>1</td> </tr> </tbody> </table> <p>OFFENSES</p> <p>Violation #1: 52 Fighting</p> <p>Violation #2:</p> <p>Violation #3:</p>	STU#	Student Name	Sex	Grade	Student ID	Program	30	Aguilar, Elizabeth	F	10	99400030		Date	Tag	Item	4/21/2012	T	1
STU#	Student Name	Sex	Grade	Student ID	Program														
30	Aguilar, Elizabeth	F	10	99400030															
Date	Tag	Item																	
4/21/2012	T	1																	