



District Student Lookup – Copy One

December 16, 2016

1. **District Student Lookup**

2. **Multi-Year District Search**
 - Student Search*
 - Transcripts*
 - Enrollment History*
 - Copy One Student*

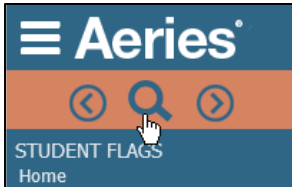
District Student Lookup

A District Student Lookup with Copy One capabilities can be performed in Aeries Web. The District lookup has a **Multi-Year District Search** option that allows the copying of a student from a prior year if they do not exist in the current year.

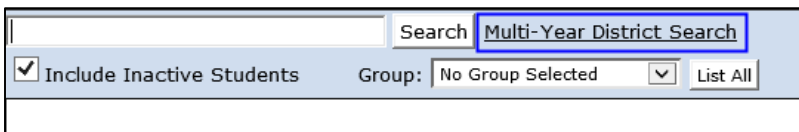
The District Student Lookup also includes the ability to print a **Transcript** and **Enrollment History** from prior years. This makes the process of printing transcripts for prior year graduates available while being logged into the current year database.

Multi-Year District Search

The **Multi-Year** search is accessible from the Search icon on the top of the navigation tree.



When the Search window opens a **Multi-Year District Search** link will be available.



The Multi-Year Search can also be accessed from the **Student Demographics** page by clicking on the **Add** button.

The image shows the Aeries Student Demographics page for a student named Allan Michael Abbott. The page is titled '2015-2016 Screaming Eagle High School' and includes a navigation menu on the left. The main content area displays the student's profile, including their name, flags, and various demographic and academic data. The 'Add' button is highlighted with a red box.

Flags	Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
	2812	Abbott	Allan	Michael		M	12	21	5/5/1995
Perm ID#	Last Alias	First Alias	Middle Alias			Birth Verif	Status		
99402809		Al					Active		

Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name	Addr	Ver
	Screaming Eagle High School (994)						9/28/2015

Parent/Guardian	Telephone	Extn	Student Contact Info		
Alice Abbott	(777) 555-1234		Student's Email: allan@example.com		
Ed Lvl: Declined to state/Unknown (15)	Primary Contact 1:		Student's Mobile: (888) 555-1235		
Email:	Primary Contact 2:		Notification Pref: None		

Prog	Att Prg 1	Att Prg 2	Dist Enter Dt	Schl Enter Dt	Schl Leave Dt
			4/21/2015	12/2/2015	

Counselor	Locker	Records Release	SM	DM	Family#
0 - Unassigned	1	Blank	9	K	9008

Ethnicity	Race	CorrLng	RptgLng	LangFlu	Birth City	State	Country
N	Black or African American	Spanish	Spanish	English Only (E)	Eagle Point	CA	US

TEST	User2	User3	User4	Band	GATE	User7	User8	User9	User10	User11	User12	User13	Message
Y	Y			D							X		

Next Schl	Next Grd	Next Tchr	Sched Grp	Algebra 1	High School Physical Fitness
	13	Unassigned (0)	No Group	Requirement Met	Not Passed

Next ResSchl	Next IntDist	Next TransDist
Screaming Eagle High School (994)		

Buttons: Import From AIR, Add, Change, Delete, Update Attendance

Buttons: Reports, Take Student Picture, Upload Student Picture, Quick Print

The Search Criteria page will display with a **Search Prior Year** button.

Search Criteria				
Last Name	First Name	Birth Date	Student ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Search

Student Not Found	Cancel Lookup	Transfer Student	Search Prior Year
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When the **Multi-Year District Search** link or the **Search Prior Year** button are selected the **District Student Lookup Multi Year Search** page will display.

District Student Lookup					
Enter Last Name and/or First Name	OR Perm ID	OR State ID	OR School AND Stu#	OR Birthdate	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Perm ID#	Last Name	First Name	Middle Name	Sex	Birthdate

<input checked="" type="radio"/> IDN Records
<input type="radio"/> STU Records
<input type="radio"/> Active STU

Search

Year	Schl	Stu#	Trk	Prg	Grd	Tch	Enter Date	Leave Date	Leave Reason	Transcript	Enrollment	Copy Student

Contact Name	Relation	Telephone

Note: The District Student Lookup page can also be found on the navigation tree under the Student Data | Other node.

In order to utilize the District Student Lookup Multi-Year search feature users must have the appropriate permissions to the District Student Lookup, Transcript and Enrollment History security areas.

Note: The District Student Lookup Copy Student feature also looks to the LOC table Rule 9: "Use of Copy One Student From Another School form requires User to have Security group permission." If LOC Rule 9 is enabled, the user will need the Administer permission to Student Data (STU) in order to copy from District Lookup. Currently this LOC rule can only be set in the Client version but will be added to the Web version District Rules page in the future.

Users will only see student data related to the prior year databases they have access to. Users will only see the Multi Year District Search link and the Search Prior Year button if they have **Read** permissions to the **District Student Lookup** security area.

STUDENT SEARCH

A student search can be performed by entering any of the following information:

- Last Name and/or First Name
- Student Perm ID
- Student State ID
- School and Student #
- Birthdate

District Student Lookup				
Enter Last Name and/or First Name	OR Perm ID	OR State ID	OR School AND Stu#	OR Birthdate
<input type="text" value="Abbott"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Options to search for student records include the following:

- **IDN Records** – This option will search the IDN table for any matching student record.
- **STU Records** – This option will search the Student (STU) table for any Active or Inactive record
- **Active STU** – This option will search for any active records in the Student (STU) table.

District Student Lookup						
Enter Last Name and/or First Name	OR Perm ID	OR State ID	OR School AND Stu#	OR Birthdate		
<input type="text" value="Abbott"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Perm ID#	Last Name	First Name	Middle Name	Sex	Birthdate	
						<input checked="" type="radio"/> IDN Records
						<input type="radio"/> STU Records
						<input type="radio"/> Active STU
						<input type="button" value="Search"/>

Once the search information has been selected, click on the **Search** button. A list of records that match the search criteria will display. Click on a record to view additional information.

District Student Lookup												
Enter Last Name and/or First Name		OR Perm ID	OR State ID	OR School AND Stu#	OR Birthdate							
abbo												
Perm ID#	Last Name	First Name	Middle Name	Sex	Birthdate							
99500001	Abbott	Alan		M	2/7/1999							
99500388	Abbott	Alan		M	2/3/1998							
7543431	Abbott	Alice		F	3/23/1996							
99300002	Abbott	Alice	A	F	11/5/2000							
99400001	Abbott	Allan	James	M	11/11/1996							
99402809	Abbott	Allan	Michael	M	5/5/1995							
7543430	Abbott	Barbara	Marie	F	5/1/1997							
99402796	Abbott	Marcia		F	4/27/2001							
99500422	Abbott	Wednesday		M	1/1/1999							

IDN Records
 STU Records
 Active STU




Year	Schl	Stu#	Trk	Prg	Grd	Tch	Enter Date	Leave Date	Leave Reason	Transcript	Enrollment	Copy Student
2014	994	1			12	0	6/5/2015					
2014	994	1			US	0	8/13/2014	6/4/2015	440			
2014	994	1		I	UN	0	8/6/2014	8/12/2014	440			
2014	994	1			12	0	8/4/2014	8/5/2014	440			
2013	994	1			11	0	9/2/2012					
2012	994	1			10	0	9/4/2011					


Once a student record is selected additional information will display at the bottom of the page. This information includes the Prior Years the student exists in and information on **Enter** and **Leave** dates and **Leave Reasons**.


When hovering the mouse over the Leave Reason it will display the Leave Reason description. Contact information associated with the student record will also display if applicable.


Year	Schl	Stu#	Trk	Prg	Grd	Tch	Enter Date	Leave Date	Leave Reason	Transcript	Enrollment	Copy Student
2014	994	1			12	0	6/5/2015					
2014	994	1			US	0	8/13/2014	6/4/2015	440			
2014	994	1		I	UN	0	8/6/2014	8/12/2014	440			
2014	994	1			12	0	8/4/2014	8/5/2014	440			
2013	994	1			11	0	9/2/2012					

The **Transcript**, **Enrollment** and **Copy One** columns will display icons.







Transcript	Enrollment	Copy Student
		

 The **Transcript** icon will display if a transcript is available to print for that school and year. Clicking on the Transcript icon will print a Transcript for that student and year.

 The **Enrollment** icon will display if enrollment history information is available to print for that school and year. Clicking on the Enrollment icon will print the enrollment history for the student and year.




 The **Copy Student** icon will only display if the student does not exist in the current year database. If the Copy Student icon is shown clicking on it will copy the student into the current year database. The copy process will add the selected student and their Tables to Copy (TTC) from the selected year into the current school and year. The copy process will also update all ID based tables where data exists.

Note: If a user does not have the correct permissions or access to a prior year database a **ban symbol** will display in the Transcript, Enrollment or Copy Student columns.

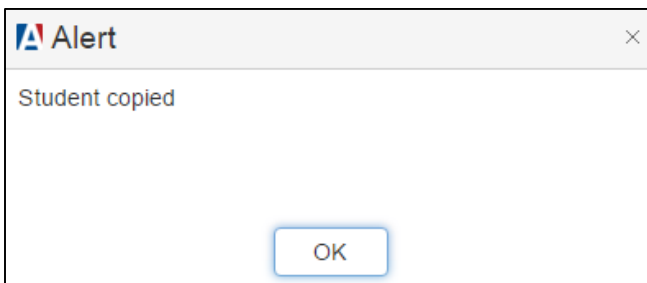
Year	Schl	Stu#	Trk	Prg	Grd	Tch	Enter Date	Leave Date	Leave Reason	Transcript	Enrollment	Copy Student
2015	996	662		0	2	14	6/1/2015					
2014	996	662		S	1	30	8/4/2014					

COPY ONE

If a student found **does not exist in the current year** database a **Copy Student icon** will display under the **Copy Student column**. To copy the student to the current year, click on the Copy Student icon.

Transcript	Enrollment	Copy Student
		

The student information will be copied and the following message will display. The student record will now be available in the current year database.



If the student record found **exists in the current year** database a red message will display of Student already exists in the current year and therefore cannot be copied. Under the Copy Student column there will be no Copy icon to select.

District Student Lookup

Enter Last Name and/or First Name
OR Perm ID
OR State ID
OR School AND Stu#
OR Birthdate

Perm ID#	Last Name	First Name	Middle Name	Sex	Birthdate
99500001	Abbott	Alan		M	2/7/1999
99500388	Abbott	Alan		M	2/3/1998
7543431	Abbott	Alice		F	3/23/1996
99300002	Abbott	Alice	A	F	11/5/2000
99400001	Abbott	Allan	James	M	11/11/1996
99402809	Abbott	Allan	Michael	M	5/5/1995
7543430	Abbott	Barbara	Marie	F	5/1/1997
99402796	Abbott	Marcia		F	4/27/2001
99500422	Abbott	Wednesday		M	1/1/1999

IDN Records
 STU Records
 Active STU

Year	Schl	Stu#	Trk	Prg	Grd	Tch	Enter Date	Leave Date	Leave Reason	Transcript	Enrollment	Copy Student
2015	994	2792			12	0	6/15/2015	9/30/2015				
2015	994	2786			12	0	6/15/2015					
2014	994	2786			11	0	2/11/2015					
2014	994	2786			11	0	8/4/2014	2/10/2015				

Student already exists in the current year and therefore cannot be copied

If a ban symbol displays and is clicked on for a prior year there is no permission to access the following message will display.

Alert
×

You do not have permission to print this report in the selected year!

Enrollment