Data Confirmation – Staff Professional Development
Secondary Schools

Report to find Parents without email addresses

- Go to **Reports**. Type email in filter and select **Students without Student or Parent Email** addresses.

- Select the following options

- Run the query after you run the report so you can bring in the list of student with other data set

Sort by grade level

LIST STU TCH RTG STU.ID STU.NM STU.GR STU.PG TCH.TE BY STU.GR IF RTG.RNM = PrintStudentsWithoutStudentOrParentEmailAddresses AND STU.QT = X

Report to find Parents without portal accounts

- Go to **Reports**. Type email in filter and select **Students without Portal Accounts**.

- Select the following options

- Run the query after you run the report so you can bring in the list of students with other data set

Sort by grade level

> LIST STU TCH RTG STU.ID STU.NM STU.GR STU.PG TCH.TE BY STU.GR IF RTG.RNM = PrintStudentsWithoutPortalAccounts AND STU.QT = X

Query for Portal logins

Active account Query : 2 or more login counts

LIST STU PWS PWA STU.SC STU.ID STU.LN STU.FN STU.GR STU.TG PWA.LDT PWA.LC PWA.TY BY PWA.LDT IF PWA.LC > 1 AND PWA.TY = P AND STU.TG = " "

Check for Portal Account

Query to check for Portal account

LIST PWA IF EM = "parentemail@gmail.com"

Password CHANGE Query

Parent portal password reset:

Step1: Run the query below to reset password

> CHANGE PWA PW TO "changeme" IF EM = "parentemail@gmail.com"

Step2: Run the query below after Step1.

> CHANGE PWA HT TO "-1" IF EM = "parentemail@gmail.com"

How to Emulate a Parent Portal Account

- Step 1: Type Manage in Filter Pages
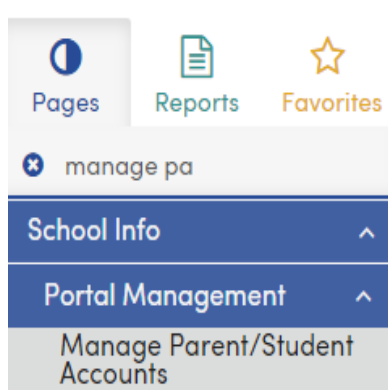
- Step 2: Type the parent email address you want to emulate
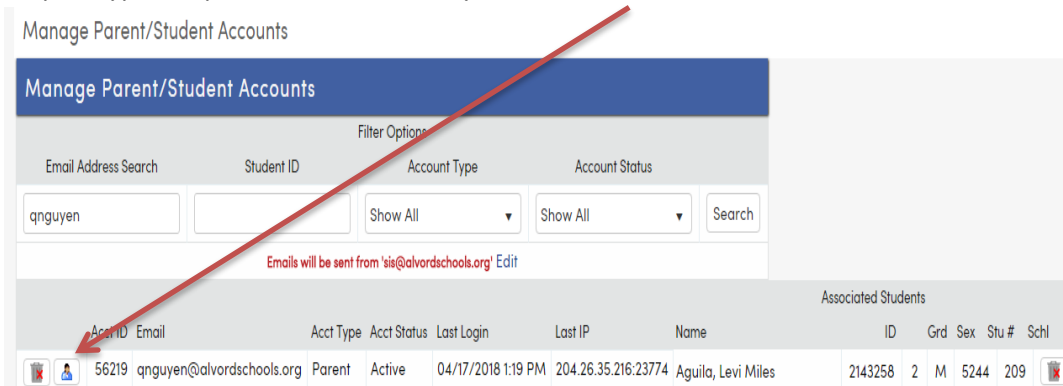
*Please be careful when clicking on the person. It is fairly close to the trash bin.

- Step 3: This is how the emulation screen will look like. You can go to Student info and to Data Confirmation to print the Emergency card
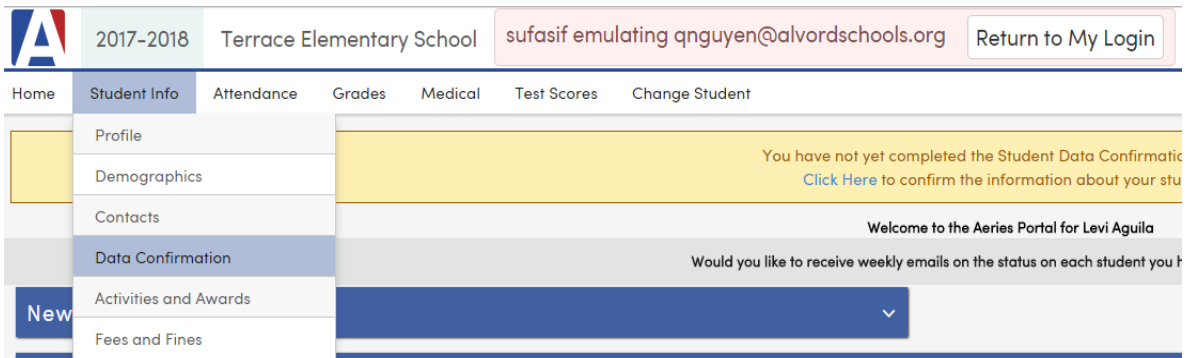
Staff Approval Required

Military Survey

Military Survey Audit page in Aeries is for the school site to review and <u>confirm or reject</u> this information. Once the school site confirms the Military Status a **Special Programs (PGM)** record will be created for the student with a code of 192 – Armed Forces Family Member.

Residence Survey Audit

Residence Survey Audit page in Aeries is for the district to review and confirm or reject the residency survey information.

Click the mouse on the **Residence Survey Audit node** under **Student Info | Other** on the **Navigation Tree**. The following page will display. The **Residence Survey Audit** page can be used to view **Pending**, **Confirmed** or **Rejected** records. A **Pending** record is one that has not been Confirmed or Rejected. A **Confirmed** record is one that the school has confirmed and which now has an associated Special programs (PGM) record created for it. A **Rejected** record is one that the school has chosen not to confirm.

The **Residence Survey Audit** page defaults to displaying Pending records. **Date Range** Filter Option that can be used to display records for certain time periods. If the date range fields are left blank the page will display all records. There is also a **Filter** option to display **Pending**, **Confirmed** or **Rejected** records. Once a selection is made the page will filter to display only the records with the status of the selected option. The records on the **Residence Survey Audit** page have an **icon** in the Student Name column. Clicking on this icon will navigate the user to the Stu dent Demographics page for the student.

At the top of the **Residence Survey Audit** page there is an **Eligibility** and **Participation** date option. This option is important when **Confirming** a record. When a record is confirmed a **Special Programs (PGM)** record will be created for the student. The **Date** option selected will be used for the new Special Programs (PGM) record. **Before Confirming a record, an Eligibility and Participation date option should be selected**. The page will default to the Date Submitted option.

When selecting **Date Submitted** option and confirming the record, the new PGM record will be created with the date noted in the Date Submitted column. This date will populate both the

Special Programs Eligibility Start Date (PGM.ESD) and the Special Programs Participation Start Date (PGM.PSD) for the record.

When selecting the **First Day of School** option and confirming the record, the new PGM record will be created with the calendar date of the first day of school. This date will populate both the Special Programs Eligibility Start Date (PGM.ESD) and the Special Programs Participation Start Date (PGM.PSD) for the record.

When selecting the **Custom Dates** option and confirming the record, the new PGM record will be created with the custom dates defined. The date in the first date box will populate the Special Programs Eligibility Start Date (PGM.ESD). The date in the second date box will populate the Special Programs Participation Start Date (PGM.PSD) for the record.

Note: When using the Custom Date option if either field is blank the one supplied value will be used for both the Eligibility Start Date and the Participation Start Date fields. If neither date is specified, the program will use the Date Submitted value for both Eligibility Start Date and Participation Start Date fields.

After a record on the **Residence Survey Audit** is confirmed a message will display with a **link** to the newly created Special Programs (PGM) record:

> ✓ A PGM record has been created for Allan Abbott with the dwelling status Hotels/Motels (110) Click here to view or modify that record now.

If a duplicate active record already exists, the following message will appear:

> ⚠ Another active PGM record exists for Allan Abbott Click here to goto the programs page for this student.

Clicking on the link will navigate to the **Special Programs (PGM)** page where the record can be **viewed** or **modified**.

Program Code	Yrs in Prgm	Hours
191 – Homeless Program	0.0000	0.0000

Program	StartDt	EndDt
191 – Homeless Program	6/22/2015	

Print

	Start Date	End Date	Services Received
Eligibility	6/22/2015		
Participation	6/22/2015		

Status	Enter Grd	Setting
Not Applicable	0	

Exit Reason	Outcome
Not Applicable	

Training Type	Disadvantaged Status	Auth Release Info
Not Applicable		Not Applicable

School	Homeless Dwelling Type	Runaway	Unaccomp Youth
Screaming Eagle High School	Temporary Shelters		

Comment

Add Change Delete

Medical History

Query:

LIST STU TCH MHS STU.ID STU.NM STU.SX STU.GR STU.PG STU.TL STU.LF MHS.CD? MHS.DT MHS.GR MHS.AG MHS.SD MHS.ED MHS.TG IF MHS.SD > 06/01/2023

Authorization Queries

Query for all codes (Denied only):

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.ST = "2" AND AUT.SDT > "07/01/2023"

Query for all codes (Allow or Yes)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.ST = "1" AND AUT.SDT > "07/01/2023"

Query for Busing (Denied)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "BUS" AND AUT.ST = "2" AND AUT.SDT > "07/01/2023"

Query for Drug, Alcohol, Weapons (Denied)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "DAW" AND AUT.ST = "2" AND AUT.SDT > "07/01/2023"

Query for Photo/Publicity Release (Denied)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "PUB" AND AUT.ST = "2" AND AUT.SDT > "07/01/2023"

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "PUB" AND AUT.ST = "2" AND AUT.SDT > "07/01/2023"

Query for Directory/Yearbook Release (Denied)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "YRB" AND AUT.ST = "2" AND AUT.SDT > "07/01/2023"

Query for Probation (Yes)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "PRO" AND AUT.ST = "1" AND AUT.SDT > "07/01/2023"

Query for Military Recruitment (Yes)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "MIL" AND AUT.ST = "1" AND AUT.SDT > "07/01/2023"

Query for Cell phone Contract (No)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "CPC" AND AUT.ST = "2" AND AUT.SDT > "07/01/2023"

Query for Wylie Center (No)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "TWC" AND AUT.ST = "2" AND AUT.SDT > "07/01/2023"

Climate Survey (No)

LIST STU AUT STU.ID STU.NM STU.GR AUT.DT AUT.ST AUT.CD IF AUT.CD = "CHK" AND AUT.ST = "2" AND AUT.SDT > "07/01/2023"

Data Confirmation Status Report

The **Data Confirmation Status** report will generate a listing of students and their data confirmation status. This report includes options to include only those students who have not confirmed so that those students can be followed up on. When running with the option to include those who completed, final data confirmation must have been completed.
To access the report, go to **Reports** and filter by **Data Confirmation Status.** This report will tag the students with a value of **"N"** if option 2 is selected - > **Only** Students without All Data Confirmed

Print Information Confirmation Status Report Options

Report Format: PDF

Report Delivery: None

Print Which Students:

○ Include All Students
● Only Students Without All Data Confirmed
○ Only Students With All Data Confirmed

Sort:

● By Student Name
○ By Student Grade
○ By Teacher

[Run Report]

Report Tag Information

Report Name Value:	PrintInformationConfirmationStatus
Query Tag Value:	• Y : Students with all the data confirmed. • N : Student with unconfirmed data.
Query Value:	Value Field is left unpopulated
	Report Tag Help

Query to list students who have all Data Confirmed

LIST STU ICL STU.ID STU.NM STU.GR STU.U13 IF ICL.TC = 'FinalDataConf' AND ICL.DT >= 06/09/2023

Query to list students who have all Data Confirmed by grade Must run report above to use query

LIST STU TCH RTG STU.ID STU.NM STU.GR STU.PG TCH.TE BY STU.GR IF RTG.RNM = "PRINTINFORMATIONCONFIRMATIONSTATUS" AND STU.QT = Y

Query to list students who have not confirmed data by grade Must run report above to use query

LIST STU TCH RTG STU.ID STU.NM STU.GR STU.PG TCH.TE BY STU.GR IF RTG.RNM = "PRINTINFORMATIONCONFIRMATIONSTATUS" AND STU.QT = N

Terrace Elementary School-TEMP

4/25/2018

2017-2018   **STUDENTS WITH UNCONFIRMED DATA**   Page 1

Stu ID	Name	GR	Authorizations	Medical History	Contacts	Student	Family Info	Final Conf
		K						
		2			04/24/2018 12:45 PM	04/24/2018 12:39 PM	04/24/2018 12:38 PM	
		K						
		5						

Data Confirmation Log

In addition, the **Data Confirmation Log** page may be viewed for an **individual student** to determine if they have completed the Final Data Confirmation. This may be useful information to access for an individual student at events such as schedule pickup days to verify if the parent data confirmation process has been completed.

Information Confirmation Log

Kristy Milchovich ∨   General   Contact   Addt'l Info   Flags 2   Programs 1

Permanent ID	99401707	Grade	9	Counselor	
State Student ID	0099401707	Age	15	Language Fluency	
Status Tag	Active	Sex	F	CorrLng / RptgLng	
Student Number	1707	Birthdate	5/6/2002	Interdistrict Status	

Table	Date/Time
AUT – Authorizations, Prohibitions, and Waivers	2/23/2018 4:50:41 PM
CON – Contacts	2/23/2018 4:31:27 PM
FinalDataConf – FinalDataConf	2/23/2018 4:50:44 PM
MHS – Medical History	2/23/2018 4:35:39 PM
PRS – Parent Response to Survey	2/23/2018 3:55:46 PM
STU – Student Data	2/23/2018 4:18:30 PM

Document Download / Confirmation Log (e-signature)

In addition to the **Data Confirmation Log** page, staff can access the documents that parents signed electronically for an **individual student** to see exactly what the parent agreed to. This may be useful information to access in the event a parent **does not** recall agreeing to a specific form or document.

To access this feature, simply type *Document Download* under Pages

The actual document the parent confirmed can be viewed by clicking on the "PDF" icon.

Data Confirmation Mailbox

Each site has been assigned a mailbox for data confirmation purposes. Rules are set up so that emails will be filed automatically in subfolders according to the subject.

⊿ TR Data Confirmation

⊿ 📨 Inbox

📁 DataConfirm_Address

📁 **DataConfirm_Authorization** (3)

📁 **DataConfirm_Contact** (2)

📁 **DataConfirm_Information** (1)

Address Change Email

Parents can request address changes. Staff will receive an email with the change. However, **staff will have to make the change manually after verifying proof of residence.**

Print Emergency Card

Student Emergency Card Report for all Students WHO COMPLETED Data Confirmation

Run keep statement, and then run the report below.

KEEP STU ICL IF ICL.TC = 'FinalDataConf' AND ICL.DT >= 06/09/2022

Student Emergency Card Report for all Students

When printing emergency cards for all students, the *Student Emergency Card* report is recommended
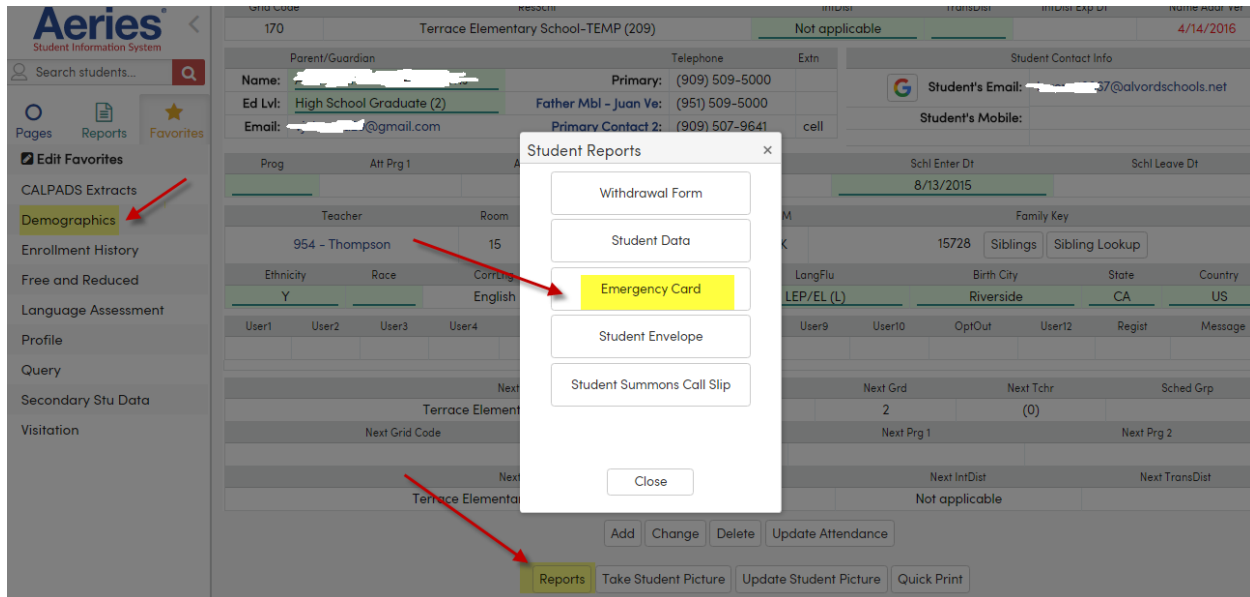
Emergency Card for 1 Student

Student emergency card can also be printed from demographics. Click on **Reports** in **Demographics**

Query to Check for Data Confirmation Completion

Data Confirmation Completed

LIST STU ICL STU.ID STU.NM STU.GR STU.U13 IF (ICL.TC = 'FinalDataConf' AND ICL.DT >= 06/09/2022)

Register tag

LIST STU ID NM GR U13 STU.RDT STU.RSY IF STU.RSY : "AIR" AND STU.RDT >= 06/09/2022 AND STU.U13 # "DC"