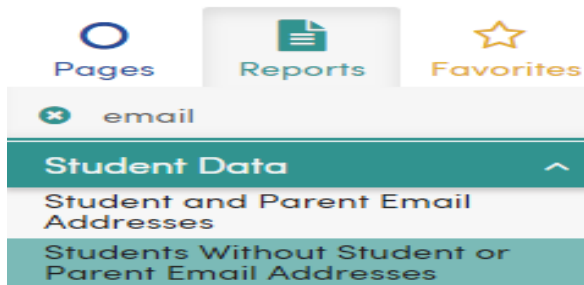


## Data Confirmation – Staff Professional Development Secondary Schools

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# 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

A screenshot of a report configuration form titled 'Print Students Without Student or Parent Email Addresses Report Options'. The form includes several sections: 'Report Format' set to 'PDF', 'Report Delivery' set to 'None', 'Sort By' with radio buttons for 'Grade' (selected), 'Teacher', and 'Student Name', 'Print Students Without...' with radio buttons for 'Parent Email Addresses' (selected) and 'Student Email Addresses', and three checked checkboxes: 'Process Parent Email (STU.PEM)?', 'Process Portal Accounts (PWA/PWS)?', and 'Process Contact Records (CON.EM)?'. At the bottom is a 'Run Report' button. Below the form is a yellow box titled 'Report Tag Information' containing the following text: 'Report Name Value: PrintStudentsWithoutStudentOrParentEmailAddresses', 'Query Tag Value: X : All students included in this report.', and 'Query Value: Value Field is left unpopulated'. A 'Report Tag Help' link is also present.

- 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

A screenshot of a report configuration form titled 'Print Students Without Portal Accounts Report Options'. The form includes several settings: 'Report Format' is set to 'PDF'; 'Report Delivery' is set to 'None'; 'Sort By' has three radio button options: 'Grade' (selected), 'Teacher', and 'Student Name'; 'Print Students Without...' has two radio button options: 'Parent Portal Accounts' (selected) and 'Student Portal Accounts'; there are two unchecked checkboxes for 'Include WEB Accounts?' and 'Print VPC Codes?'; and a 'Run Report' button. At the bottom, there is a yellow box for 'Report Tag Information' containing the following text: 'Report Name Value: PrintStudentsWithoutPortalAccounts', 'Query Tag Value: X: All students included in this report.', and 'Query Value: Value Field is left unpopulated'. A 'Report Tag Help' link is also present.

- 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

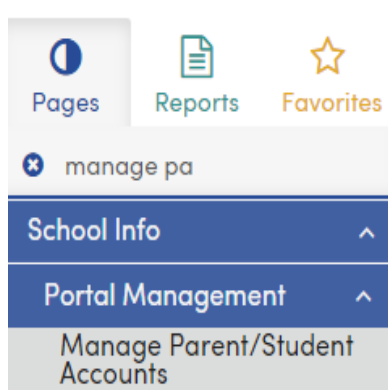
CHANGE PWA PW TO "changeme" IF EM = "parentemail@gmail.com"

Step2: Run the query below after Step1.

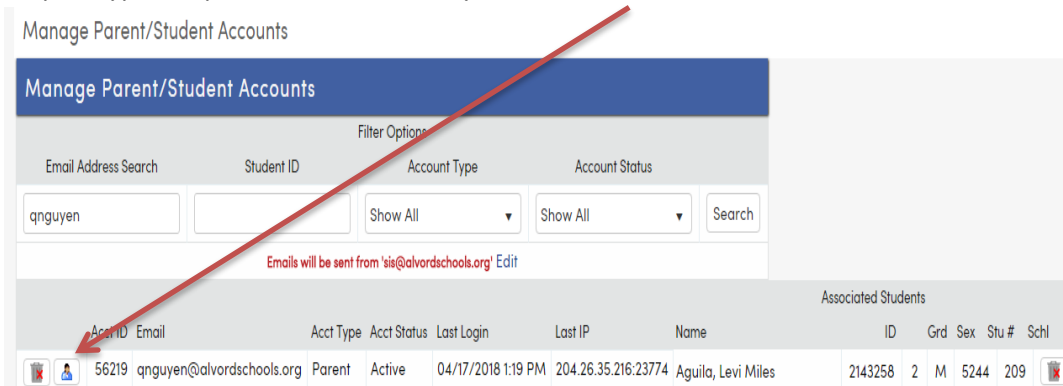
CHANGE PWA HT TO "-1" IF EM = "parentemail@gmail.com"

# How to Emulate a Parent Portal Account

- Step 1: Type Manage in Filter Pages

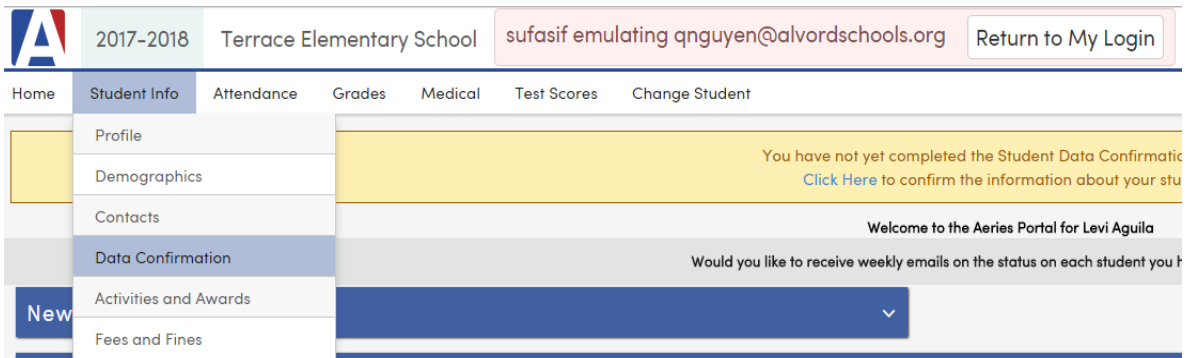


- Step 2: Type the parent email address you want to emulate



\*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 confirm or reject 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.

### Military Survey Audit

Each record corresponds to a parent/guardian answering the prompt "Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces."

#### Eligibility Date

Once you click confirm a PGM record will either be created or closed out based on the Military Status column. Select what date to use for the eligibility start date.

Date submitted
  **First day of school**
 Custom Date

#### Filter Options

Date Range:

Pending
  Confirmed
  Rejected

		Status	Military	Date Submitted	Student ID	Student Name
<input type="button" value="Confirm"/>	<input type="button" value="Reject"/>	Pending	No	08/01/2019		

Program Code	Yrs in Prgm	Hours
192 - Armed Forces Family Member	0.0000	0.0000
Start Date	End Date	Services Received
Eligibility 7/1/2018		
Participation		
Status	Enter Grd	Setting
	0	
Exit Reason	Outcome	
Training Type	Disadvantaged Status	Auth Release Info
School	Norte Vista High School	
Comment		

## 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 Student Demographics page for the student.

### Residence Survey Audit

#### Eligibility date

Once you click confirm a PGM record will either be created or closed out based on the dwelling code. Select what date to use for the eligibility start date.

Date submitted  First day of school  Custom Dates

#### Filter Options

Date Range:

Pending  Confirmed  Rejected

	Status	Dwelling Type	Date Submitted	Student ID
<input type="button" value="Confirm"/> <input type="button" value="Reject"/>	Pending	Temporarily Doubled Up (120)	07/30/2019	[REDACTED]

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:



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




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	
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			

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



## *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:  ▼

Report Delivery:  ▼

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

**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 Add'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

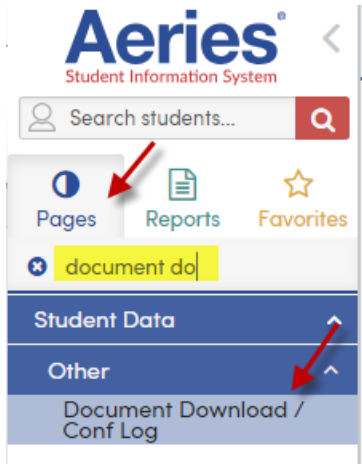
Table	Date/Time
AUT - Authorizations, Prohibitions, and Waivers	2/23/2018 4:50:41 PM
CON - Contacts	2/23/2018 4:31:27 PM
FinalDataConf - FinalDataConf	2/23/2018 4:50:44 PM
MHS - Medical History	2/23/2018 4:35:39 PM
PRS - Parent Response to Survey	2/23/2018 3:55:46 PM
STU - Student Data	2/23/2018 4:18:30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



2017-2018 ▾ Terrace Elementary School ▾ Maria Romero ▾ ? 📅

Document Download / Conf Log 🚩 ☆

Isabella [redacted] ▾ General Contact Add'l Info Flags 0 Programs 0 User Codes ^


Student's Mobile	Parent/Guardian	Gregory/Elizabeth [redacted]	Residence
Student's Email	Parent Email	[redacted]@gmail.com	Riverside, CA 92503
Notification Preference	Primary Phone	(951) 591-[redacted]	Mailing
<a href="#">Full Contact List</a> <a href="#">Siblings</a>	Primary Contact 1		Riverside, CA 92503
	Primary Contact 2		





Title	Document	Action	Date/Time
Drugs, Alcohol, Weapons, Violence, and Gang Appare...	Weapon Contract.pdf	Confirmed Document	5/1/2018 12:55:17 AM
Electronic Signatures	ElectronicSignatures.pdf	Confirmed Document	5/1/2018 12:55:14 AM
Parent/Student Handbook	Terrace Handbook 18-19.pdf	Confirmed Document	5/1/2018 12:55:11 AM

## 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.**

From: sis@alvordschools.org Sent: Thu 4/12/2018 1:54 PM  
To:  SIS  
Cc:  
Subject: Student Mailing Address Change Request for [REDACTED] (School #=209, Student #=4546, Permanent ID: [REDACTED])

A parent has made a request to change mailing address information for [REDACTED] (School #=209, Student #=4546, Permanent ID: [REDACTED]).

The request was made by Parent Account: "[faiza.asif@alvordschools.org](mailto:faiza.asif@alvordschools.org)".

From:  
[REDACTED] Ave Apt 124  
Riverside CA 92503  
To:  
9 KPC Parkway  
Corona CA 92879

# 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

**Print Student Emergency Card Report Options**

Report Format: PDF  
Report Delivery: None

A KEEP/SKIP query is recommended to run this report against large schools.

Sort By:  
 Student Name  
 Grade  
 Teacher

Print Contact's Red Flag  
 Print Student Picture  
 Print Siblings Information  
 Print Medical Information  
 Include Inactive Students

Print Authorizations  
 Print Student Schedule  
 Print Two Signature Lines  
 Double Side Printing (blank pages are added as needed)

Select Students to be used if not all.  
 Show all Students (includes inactive students)

Stu#	Name	Sex	Grade	Staff
		F	K	215
		M	2	214
		F	K	215
		M	5	2115
		F	5	2113
		F	K	217

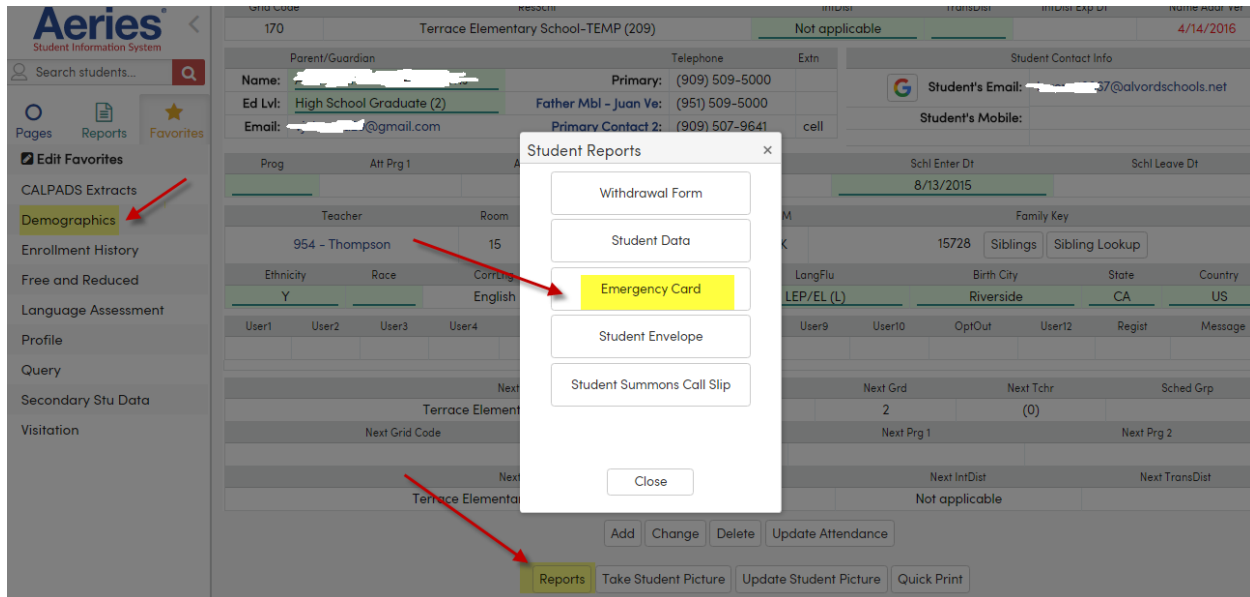
Total: 0 Clear All

Run Report



## 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"
```