


**GO TO AERIES STUDENT INFORMATION SYSTEM...**



**SEARCH STUDENTS...**


**SELECT STUDENT...**

Schl	Last Name	First Name	Middle	Teacher or Counselor	Grd	Sex	Perm ID	StuNum	Status	Birthdate
994	Arroyo	Aaron		Wilson	10	M	99400123	123	Active	10/17/2001
991	Brownlie	Michael	Luis	Brookey	1	M	99100123	123	Active	5/26/2010


**SELECT PAGES THEN STUDENT DATA...**

Pages Reports Favorites

Filter Pages...

- Home
- Communications
- Student Data 

**SCROLL DOWN SELECT PROGRAMS AND LANGUAGE ASSESSMENT....**

Programs 

- 504 Plans
- Career Pathways
- Career Pathways Mass Add Events
- Free and Reduced
- GATE
- Language Assessment

**SELECT CHANGE...**

**ENTER LANGUAGES FROM HOME LANGUAGE SURVEY...**

“First = Q1”

“at Home”= Q2

“Primary”= Q3

“by Adults” = Q4

First	at Home	Primary	by Adults
<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼

**SELECT UPDATE...**

SCROLL BACK UP TO DEMOGRAPHICS...

Student Data ^

Profile

Demographics

SELECT CHANGE...

Add Change Delete

Reports Take Student Picture Update Student Picture Quick Print

ENTER CORRESPONDANCE LANGUAGE (CorrLng=report cards, etc)

AND REPORTING LANGUAGE (RptgLng=Lines 1, 2 and/or3 of HLS-first language listed on each line)...

CorrLng	RptgLng
00 ▼	▼

SELECT UPDATE...

Update Cancel Quick Print Show/Hide Legal Name

**HOME LANGUAGE SURVEY**  
**ENROLLMENT PROTOCOL NOTES**

Students first time enrolled in a school, need HLS completed and languages entered. File original in student CUME folder and send yellow copy to Ana Hansen, in the ELL department.

Students previously enrolled in a BCSD school do not need a new HLS, unless enrollment was not completed. (Search for student in Aeries to see if previously enrolled in BCSD.)

Students previous enrolled in a district other than BCSD, need HLS processed, until CUME is received and information is verified. Corrections need to be made, if applicable, and most recent English Language Assessment scores need to be submitted to Stacey Bland for entry at [blands@bcsd.com](mailto:blands@bcsd.com) or faxed to 661-324-3188.

A student only requires one HLS throughout his or her educational career and is considered a legal and binding document-first dated supersedes.

The “RptgLng” field entry indicates the language listed on the HLS and directs student’s language acquisition. This field contains the language indicated by parents on questions 1-3 of the HLS. If more than one language is noted on a given line, all languages listed are equally weighted. This language should not be changed unless an error has been discovered. Seek parental clarification, if necessary. This language is reported to CALPADS, and begins the process of assessment.

The “CorrLng” field entry indicates the language used for report cards and other computer generated information sent home to parents. This is parent/guardian’s choice, and can be changed anytime.

The reporting language and correspondence language do not necessarily match.

The BCSD Student ID needs to be noted in the upper right hand corner of each HLS.

MORE NOTES: