

How to Re-activate a student in Aeries

To re-activate a student who was previously enrolled at your site you will need to do the following:

- Retrieve the student's record by typing in part of the student's last name in the **Search Students** field located on the top portion of the Navigation Tree.



- Make sure that you have checked the **Include Inactive Students** box so that your inactive students appear on the list. Highlight and click on the appropriate student.

Student Search

Filters: Include Inactive Students Group: No Group Selected List All

Reverse Lookup | Recently Viewed | Multi-Year District Search

agui Search

11 Results Keep Students

Last Name	First Name	Middle	Teacher	Grd	Sex	Perm ID	StuNum	Status	Birthdate
Agui	Mariana	Maria	...	03	F	Inactive (I)	11/26/2009
Agui	02	F	Inactive (I)	10/23/2010
Agui	02	M	No Show (N)	10/18/2010
Agui	01	F	Inactive (I)	5/28/2012

- Once set to the student's demographics you will notice that the **Status** will show as Inactive.

Demographics

Flags 0 Programs 4

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
...	F	05	12	5/2/2006

Perm ID#	Last Alias	First Alias	Middle Alias	Birth Verif	Status
...	Inactive (I)

Student Data 1 Student Data 2

Residence and Mailing Address

Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name Addr Ver
Q842	...	No Permit On File Update

Parent/Guardian

Name	Telephone	Ext
...	(661)

Student Contact Info

Primary	Student's Email	Student's Mobile
(661)

Prog Att Prg 1 Att Prg 2 Dist Enter Dt Schl Enter Dt Schl Leave Dt

...	9/3/2013	8/16/2017	9/13/2017
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- Click the **Change** button at the bottom of the page

- Change the **Status** to Active and remove the **School Leave Date**.

Demographics

Alexandra Aguilar

Stu#	Last Name	First Name	Middle Name	Legal Suffix	Sex	Grd	Age	Birthdate
	Aguilar	Alexandra			F	03	8	11/26/2009

Perm ID#	Last Name Alias	First Name Alias	Middle Name Alias	Birth Verif	Status
					<div style="border: 2px solid red; padding: 5px;"> <ul style="list-style-type: none"> Active * Pre-Enrolled for next year E Expelled G Graduated I Inactive L Leave N No Show P Passed Away Z IDT Revoked </div>

Student Data 1 Student Data 2

Address: Bakersfield, CA 93307

Mailing (same?):

Grid Code: Q842

Parent/Guardian: Name: [Redacted], Ed Lvl: Some College

Teacher: Cueto

Schl Leave Date: 08/17/2018

- Click the **Update** button to save your changes.

- The following attendance error will appear. This indicates that the student needs to be enrolled in Attendance, but we **must** first assign a class.



- From the Navigation Tree select **Student Data/Scheduling/Classes New** to assign the student to a class.

Click on the **Edit** button then click the **View MST** button. Select the section from the list and click the **Save** button

View MST																				
Add	SEI	PD	SM	Days	CrsID	Title	Dp	Tch#	Name	Rm#	Sx	Lo	Hi	Mx	Tot	Lef	SchGy	TmCrsgy	Tm#	SemGp
+	10	0	Y	MTWTF	605	Grade 5	A	10	Angulo	13		5	5	0	0	0				
+	20	0	Y	MTWTF	602	Grade 2	A	20	Banda Rodriguez	31		2	2	0	-1	1				
+	30	0	Y	MTWTF	603	Grade 3	A	30	Cueto	16		3	3	0	-2	2				
+	40	0	Y	MTWTF	605	Grade 5	A	40	Davis	14		5	5	0	0	0				
+	50	0	Y	MTWTF	601	Grade 1	A	50	Diaz	19		1	1	0	0	0				
+	60	0	Y	MTWTF	593	Transitional Ki	A	60	Fees	1		-1	-1	0	-3	3				
+	70	0	Y	MTWTF	604	Grade 4	A	70	Flores	36		4	4	0	-1	1				
+	80	0	Y	MTWTF	603	Grade 3	A	80	Ghazi-Moradi	12		3	3	0	-2	2				
+	90	0	Y	MTWTF	598	Kinder Extended	A	90	Gonzalez Santos	6		0	0	0	0	0				
+	100	0	Y	MTWTF	604	Grade 4	A	100	Gurrola	39		4	4	0	0	0				
+	110	0	Y	MTWTF	598	Kinder Extended	A	110	Herrera	7		0	0	0	0	0				
+	120	0	Y	MTWTF	605	Grade 5	A	120	King	17		5	5	0	0	0				
+	130	0	Y	MTWTF	602	Grade 2	A	130	Lopez	32		2	2	0	-2	2				
+	140	0	Y	MTWTF	598	Kinder Extended	A	140	Martin	3		0	0	0	-2	2				
+	150	0	Y	MTWTF	601	Grade 1	A	150	Mawrence	24		1	1	0	0	0				
+	160	0	Y	MTWTF	602	Grade 2	A	160	McKinney	28		2	2	0	0	0				
+	170	0	Y	MTWTF	598	Kinder Extended	A	170	Mehciz	2		0	0	0	0	0				
+	180	0	Y	MTWTF	598	Kinder Extended	A	180	Merrick	5		0	0	0	-1	1				
+	190	0	Y	MTWTF	602	Grade 2	A	190	Miranda	27		2	2	0	0	0				
+	200	0	Y	MTWTF	603	Grade 3	A	200	Pereyra	8		3	3	0	-1	1				
+	210	0	Y	MTWTF	603	Grade 3	A	210	Purvis	11		3	3	0	0	0				
+	220	0	Y	MTWTF	601	Grade 1	A	220	Ramos	26		1	1	0	-4	4				
+	230	0	Y	MTWTF	603	Grade 3	A	230	Raman	10		3	3	0	-2	2				
+	240	0	Y	MTWTF	603	Grade 3	A	240	Rodriguez	20		2	2	0	0	0				

- Select the **Update Attendance** button from the demographics. Here you will change the **Effective Date** to reflect the date the student will re-enter then click OK.

Attendance Enrollment Form

Effective Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg	Intr	District of Residence	Reason
8/23/2018 ▼	01					220 - Ramos	0			▼

Update Student Enter Date?