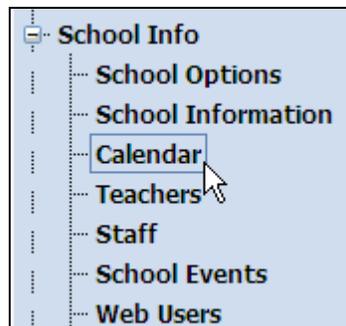


*Aeries.net* Student Information System  
**School Calendar – User Manual**  
**April 21, 2009**

**SCHOOL CALENDAR**

Every year a new school calendar **must** be created. The calendar contains the date range for each attendance month and the school holidays. The calendar contains up to fourteen months of twenty days each, for a total of 280 possible school days in each year.

Log into *aeries.net* for the school whose calendar you will create or modify. Select the **Calendar** form under the **School Info** node of the Navigation Tree.



The defined months will be listed in the **Month** menu on the left side of the **Calendar** screen and the currently selected month will appear in the **Attendance Month** form in the main body of the screen. To select a month, click the mouse on the desired month in the **Month** menu. The screen will refresh and that month will appear in the **Attendance Month** portion of the screen.

Month	First Date	Last Date	Lock
1	9/1/2008	9/26/2008	<input type="checkbox"/>
2	9/29/2008	10/24/2008	<input type="checkbox"/>
3	10/27/2008	11/21/2008	<input checked="" type="checkbox"/>
4	11/24/2008	12/19/2008	<input type="checkbox"/>
5	1/5/2009	1/30/2009	<input type="checkbox"/>
6	2/2/2009	2/27/2009	<input type="checkbox"/>
7	3/2/2009	3/27/2009	<input type="checkbox"/>
8	3/30/2009	4/24/2009	<input type="checkbox"/>
9	4/27/2009	5/22/2009	<input type="checkbox"/>
10	5/25/2009	6/19/2009	<input type="checkbox"/>
11	6/22/2009	7/17/2009	<input type="checkbox"/>
12	7/20/2009	8/14/2009	<input type="checkbox"/>
13	8/17/2009	9/11/2009	<input type="checkbox"/>

Lock Attendance Month

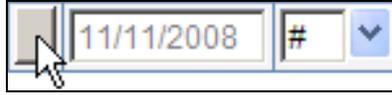
Attendance Month 3									
Monday		Tuesday		Wednesday		Thursday		Friday	
10/27/2008	<input type="checkbox"/>	10/28/2008	<input type="checkbox"/>	10/29/2008	<input type="checkbox"/>	10/30/2008	<input type="checkbox"/>	10/31/2008	<input type="checkbox"/>
11/03/2008	<input type="checkbox"/>	11/04/2008	<input type="checkbox"/>	11/05/2008	<input type="checkbox"/>	11/06/2008	<input type="checkbox"/>	11/07/2008	<input type="checkbox"/>
11/10/2008	<input type="checkbox"/>	11/11/2008	#	11/12/2008	<input type="checkbox"/>	11/13/2008	<input type="checkbox"/>	11/14/2008	<input type="checkbox"/>
11/17/2008	<input type="checkbox"/>	11/18/2008	<input type="checkbox"/>	11/19/2008	<input type="checkbox"/>	11/20/2008	<input type="checkbox"/>	11/21/2008	<input type="checkbox"/>

Add Save

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries™*. However, Eagle Software recognizes that each school and district using *Aeries™* has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

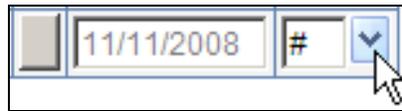
Each day in the **Attendance Month** has 3 editable options. A **Custom Bell Schedule** can be created by clicking the mouse on the gray box to the left of the date.



The date can be modified by typing in a date or using the **Calendar** icon.



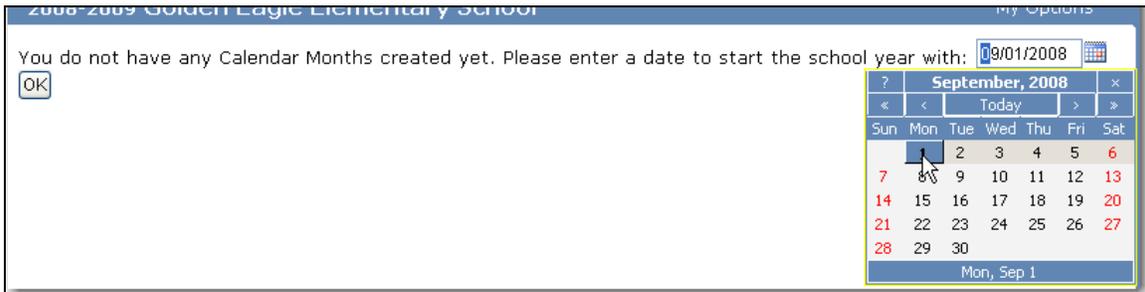
The day can be tagged with a **Holiday** code using the drop down after the date.



### CREATE NEW CALENDAR

At the beginning of the school year, a new calendar will need to be created. The following message will display indicating there is no calendar.

Enter the starting date into the date field either typing in the date or using the **Calendar** icon. Click the mouse on the **OK** button.



Once the date for the first day of the calendar month has been entered, the rest of the month will be adjusted automatically. Add all remaining months for the school year. Click the mouse on the **Save** button to save the changes to the calendar month.



**NOTE:**

The first day of each month **MUST** always be a Monday.

**ELIMINATE WEEK FROM CALENDAR**

If a week needs to be eliminated from the calendar it **must** be done while creating the month.

Month	First Date	Last Date	Lock
1	9/1/2008	9/26/2008	<input type="checkbox"/>
2	9/29/2008	10/24/2008	<input type="checkbox"/>
3	10/27/2008	11/21/2008	<input type="checkbox"/>
4	11/24/2008	12/19/2008	<input type="checkbox"/>
5	1/5/2009	1/30/2009	<input type="checkbox"/>
6	2/2/2009	2/27/2009	<input type="checkbox"/>
7	3/2/2009	3/27/2009	<input type="checkbox"/>
8	3/30/2009	4/24/2009	<input type="checkbox"/>

  
 Lock Attendance Month
 

Attendance Month 8				
Monday	Tuesday	Wednesday	Thursday	Friday
03/30/2009	03/31/2009	04/01/2009	04/02/2009	04/03/2009
04/13/2009	04/14/2009	04/15/2009	04/16/2009	04/17/2009
04/20/2009	04/21/2009	04/22/2009	04/23/2009	04/24/2009
04/27/2009	04/28/2009	04/29/2009	04/30/2009	05/01/2009

Add Save

Click the mouse on the **date** for the Monday to be changed and type the new date. For example, the week of **4/6/2009** needs to be eliminated so **4/13/2009** will be entered for the second Monday of the month. The rest of the month will be adjusted automatically based on the newly entered date.

Click the mouse on the **Save** button to save the changes to the calendar month.

**TO ADD AN ATTENDANCE MONTH**

To add a new month to the calendar, click the mouse on the **Add** button below the **Attendance Month**. The next calendar month will be added to the bottom of the **Month** menu.

Month	First Date	Last Date	Lock
1	9/1/2008	9/26/2008	<input type="checkbox"/>
2	9/29/2008	10/24/2008	<input type="checkbox"/>
3	10/27/2008	11/21/2008	<input type="checkbox"/>
4	11/24/2008	12/19/2008	<input type="checkbox"/>
5	1/5/2009	1/30/2009	<input type="checkbox"/>
6	2/2/2009	2/27/2009	<input type="checkbox"/>
7	3/2/2009	3/27/2009	<input type="checkbox"/>
8	3/30/2009	4/24/2009	<input type="checkbox"/>
9	4/27/2009	5/22/2009	<input type="checkbox"/>
10	5/25/2009	6/19/2009	<input type="checkbox"/>
11	6/22/2009	7/17/2009	<input type="checkbox"/>
12	7/20/2009	8/14/2009	<input type="checkbox"/>
13	8/17/2009	9/11/2009	<input type="checkbox"/>

  
 Lock Attendance Month
 

Attendance Month 1				
Monday	Tuesday	Wednesday	Thursday	Friday
09/01/2008	09/02/2008	09/03/2008	09/04/2008	09/05/2008
09/08/2008	09/09/2008	09/10/2008	09/11/2008	09/12/2008
09/15/2008	09/16/2008	09/17/2008	09/18/2008	09/19/2008
09/22/2008	09/23/2008	09/24/2008	09/25/2008	09/26/2008

Add Save

The program will use the date from the preceding month to determine the first day of the month being created. To change this date, enter the first date of the newly created calendar month by either typing in the date or using the **Calendar** icon. The rest of the month will be automatically adjusted.

Month	First Date	Last Date	Lock
1	9/1/2008	9/26/2008	<input type="checkbox"/>
2	9/29/2008	10/24/2008	<input type="checkbox"/>
3	10/27/2008	11/21/2008	<input type="checkbox"/>
4	11/24/2008	12/19/2008	<input type="checkbox"/>
5	1/5/2009	1/30/2009	<input type="checkbox"/>
6	2/2/2009	2/27/2009	<input type="checkbox"/>
7	3/2/2009	3/27/2009	<input type="checkbox"/>
8	3/30/2009	4/24/2009	<input type="checkbox"/>
9	4/27/2009	5/22/2009	<input type="checkbox"/>
10	5/25/2009	6/19/2009	<input type="checkbox"/>
11	6/22/2009	7/17/2009	<input type="checkbox"/>
12	7/20/2009	8/14/2009	<input type="checkbox"/>
13	8/17/2009	9/11/2009	<input type="checkbox"/>
14	9/14/2009	10/9/2009	<input type="checkbox"/>

Lock Attendance Month

Attendance Month 14				
Monday	Tuesday	Wednesday	Thursday	Friday
09/14/2009	09/15/2009	09/16/2009	09/17/2009	09/18/2009
09/21/2009	09/22/2009	09/23/2009	09/24/2009	09/25/2009
09/28/2009	09/29/2009	09/30/2009	10/01/2009	10/02/2009
10/05/2009	10/06/2009	10/07/2009	10/08/2009	10/09/2009

Add Save Delete

Click the mouse on the **Save** button to save the changes to the calendar month.



**NOTE:**

The first day of each month **MUST** always be a Monday.

**TO ADD A SPECIFIC BELL CALENDAR**

The **Specific Bell Calendar** was originally created for schools with positive attendance. A custom bell schedule can be setup for the particular date selected. To add a **Specific Bell Calendar** to a date click the mouse on the **gray box** displayed to the left of the date that needs the new bell calendar.

Attendance Month 1				
Monday	Tuesday	Wednesday	Thursday	Friday
09/01/2008  #	09/02/2008	09/03/2008	09/04/2008	09/05/2008
09/08/2008	09/09/2008	09/10/2008	09/11/2008	09/12/2008

The following form will display. You can choose a pre-defined bell schedule by selecting one from the **Key** drop-down and clicking the mouse on **Copy Schedule**, or you can add a new bell schedule by clicking on the **Add New Record** link.

**Create a Bell Schedule for this day**

**09/02/2008**

You may choose a pre-defined bell schedule according to it's key or create your own custom bell schedule for this day manually.

Key <input type="text"/>	Period <input type="text"/>	Starting Time <input type="text"/>	Ending Time <input type="text"/>
--------------------------	-----------------------------	------------------------------------	----------------------------------

**ADDING A PRE-DEFINED BELL SCHEDULE** Choose a pre-defined bell schedule by selecting one from the **Key** drop-down and clicking the mouse on the **Copy Schedule** button. The bell schedule will appear in the **Period** menu. Click the mouse on the **Close** button to close the window.

**Create a Bell Schedule for this day**  
09/02/2008

You may choose a pre-defined bell schedule according to it's key or create your own custom bell schedule for this day manually.

Key: **Assembly Day**

PD	Start	End
0	7:10 AM	7:55 AM
1	8:00 AM	8:45 AM
2	8:50 AM	9:35 AM
3	9:55 AM	10:40 AM
4	11:30 AM	12:15 PM
5	12:50 PM	1:35 PM
6	1:40 PM	2:25 PM
7	2:30 PM	3:15 PM
8	3:20 PM	4:05 PM
9	4:10 PM	4:55 PM

Copy Schedule

Period	Starting Time	Ending Time
0	7:10 AM	7:55 AM
1	8:00 AM	8:45 AM
2	8:50 AM	9:35 AM
3	9:55 AM	10:40 AM
4	11:30 AM	12:15 PM
5	12:50 PM	1:35 PM
6	1:40 PM	2:25 PM
7	2:30 PM	3:15 PM
8	3:20 PM	4:05 PM
9	4:10 PM	4:55 PM

+ Add New Record Delete All Record

Close

**ADDING A NEW BELL SCHEDULE** To add a new bell schedule, click the mouse on the **Add New Record** link or the **+** icon.

**Create a Bell Schedule for this day**  
09/02/2008

You may choose a pre-defined bell schedule according to it's key or create your own custom bell schedule for this day manually.

Key: [ ]

Copy Schedule

+ Add New Record

Close

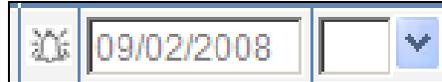
Type the first **Period** and press **Tab**. Type the **Starting Time** and press **Tab**. Type the **Ending Time** and press **Tab**. Click the mouse on the **Save** icon.

Period	Starting Time	Ending Time
1	08:00 AM	08:50 AM

Save icon (green square with checkmark) is highlighted.

Continue to enter all new period times by using the **Add New Record** link, entering the period information and clicking the mouse on the **Save** icon. When the bell schedule is complete click the mouse on the **Close** button.

A calendar day with a Custom Bell Schedule will display a **Bell** icon to the left of the date.



**DELETING A BELL SCHEDULE**

To delete a bell schedule, click the mouse on the **Bell** icon next to the date that needs the **Specific Bell Schedule** removed. Then click on the **Delete All Record** link under the **Period** menu.

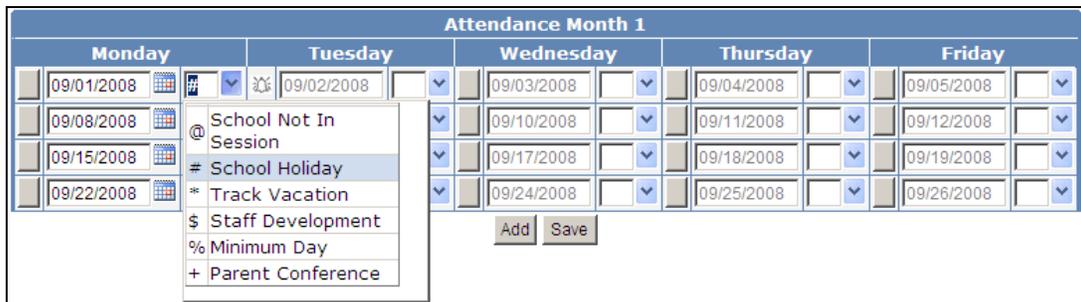


A message will display asking if you want to delete these records. Click the mouse on the **OK** button.



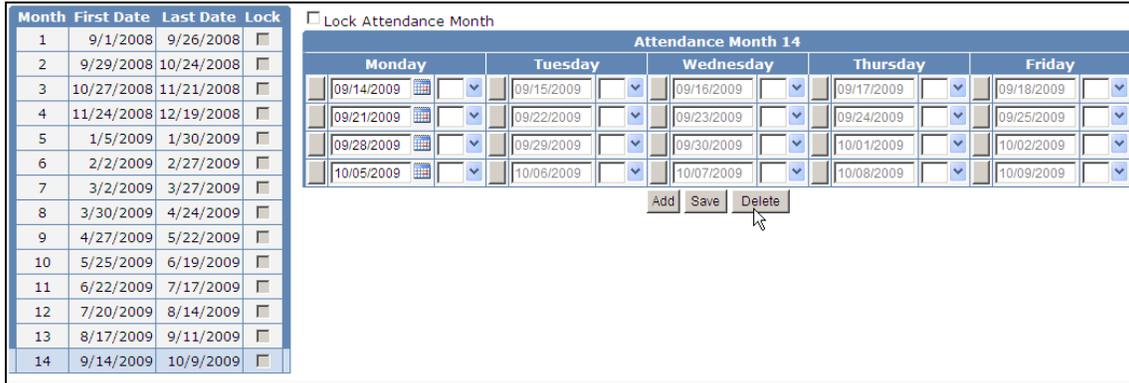
**CHANGE HOLIDAY CODES**

To change the holiday codes, click the mouse on the **drop-down** to the right of the date that requires a **Holiday** code. Select the appropriate code. Click the mouse on the **Save** button to save the changes.



**DELETE LAST MONTH OF SCHOOL CALENDAR**

To delete the last month within the school calendar, click the mouse on the last month in the **Month** menu. Click the mouse on the **Delete** button under the **Attendance Month** calendar in the main body of the screen.

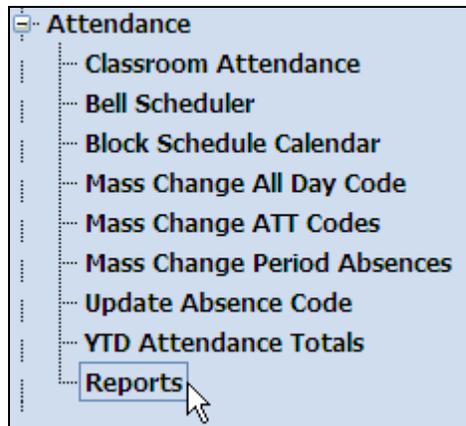


A message will come up asking if you want to delete this record. Click the mouse on the **OK** button. The screen will refresh and the last attendance month will be gone.

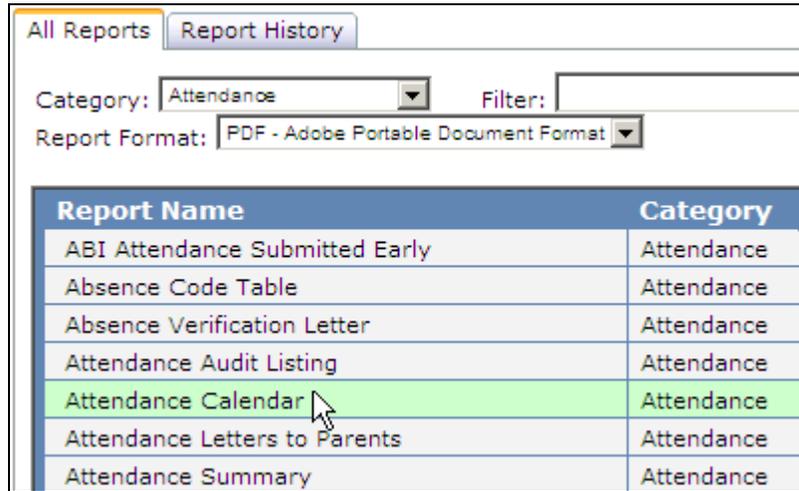


**TO PRINT ATTENDANCE CALENDAR**

To print the school's attendance calendar, click the mouse on the **Reports** form under the **Attendance** node of the Navigation tree.



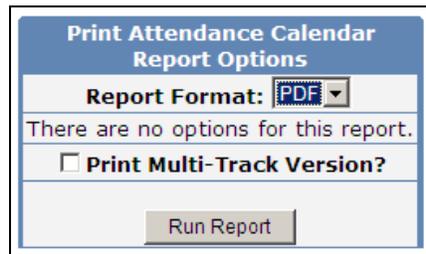
Click on the **Attendance Calendar** report.



The screenshot shows the 'All Reports' section of the Aeries.net interface. The 'Report History' tab is active. The 'Category' dropdown is set to 'Attendance', and the 'Report Format' dropdown is set to 'PDF - Adobe Portable Document Format'. A table lists various reports, with 'Attendance Calendar' highlighted in green and a mouse cursor pointing to it.

Report Name	Category
ABI Attendance Submitted Early	Attendance
Absence Code Table	Attendance
Absence Verification Letter	Attendance
Attendance Audit Listing	Attendance
Attendance Calendar	Attendance
Attendance Letters to Parents	Attendance
Attendance Summary	Attendance

Select how you want the report formatted and whether or not you need to have a Multi-Track calendar printed. Click on the **Run Report** button.



The screenshot shows the 'Print Attendance Calendar Report Options' dialog box. It features a 'Report Format' dropdown set to 'PDF', a message stating 'There are no options for this report.', a checkbox for 'Print Multi-Track Version?' which is currently unchecked, and a 'Run Report' button at the bottom.

The following report is an example of the pdf version of the Attendance Calendar report.

Screaming Eagle High School							3/6/2009
2008-2009		Attendance Calendar					Page 1
09/01/2008 - 09/11/2009							
Month	Week	Monday	Tuesday	Wednesday	Thursday	Friday	
1	1	09/01/2008 #	09/02/2008	09/03/2008	09/04/2008	09/05/2008	
	2	09/08/2008	09/09/2008	09/10/2008	09/11/2008	09/12/2008	
	3	09/15/2008	09/16/2008	09/17/2008	09/18/2008	09/19/2008	
	4	09/22/2008	09/23/2008	09/24/2008	09/25/2008	09/26/2008	
2	5	09/29/2008	09/30/2008	10/01/2008	10/02/2008	10/03/2008	
	6	10/06/2008	10/07/2008	10/08/2008	10/09/2008	10/10/2008	
	7	10/13/2008	10/14/2008	10/15/2008	10/16/2008	10/17/2008	
3	8	10/20/2008	10/21/2008	10/22/2008	10/23/2008	10/24/2008	
	9	10/27/2008	10/28/2008	10/29/2008	10/30/2008	10/31/2008	
	10	11/03/2008	11/04/2008	11/05/2008	11/06/2008	11/07/2008	
	11	11/10/2008	11/11/2008 #	11/12/2008	11/13/2008	11/14/2008	
4	12	11/17/2008	11/18/2008	11/19/2008	11/20/2008	11/21/2008	
	13	11/24/2008	11/25/2008	11/26/2008	11/27/2008 #	11/28/2008 @	
	14	12/01/2008	12/02/2008	12/03/2008	12/04/2008	12/05/2008	
	15	12/08/2008	12/09/2008	12/10/2008	12/11/2008	12/12/2008	
5	16	12/15/2008	12/16/2008	12/17/2008	12/18/2008	12/19/2008	
	17	01/05/2009	01/06/2009	01/07/2009	01/08/2009	01/09/2009	
	18	01/12/2009	01/13/2009	01/14/2009	01/15/2009	01/16/2009	
	19	01/19/2009 #	01/20/2009	01/21/2009	01/22/2009	01/23/2009	
6	20	01/26/2009	01/27/2009	01/28/2009	01/29/2009	01/30/2009	
	21	02/02/2009	02/03/2009	02/04/2009	02/05/2009	02/06/2009	
	22	02/09/2009	02/10/2009	02/11/2009	02/12/2009	02/13/2009	
	23	02/16/2009 #	02/17/2009	02/18/2009	02/19/2009	02/20/2009	
7	24	02/23/2009	02/24/2009	02/25/2009	02/26/2009	02/27/2009	
	25	03/02/2009	03/03/2009	03/04/2009	03/05/2009	03/06/2009	
	26	03/09/2009	03/10/2009	03/11/2009	03/12/2009	03/13/2009	
	27	03/16/2009	03/17/2009	03/18/2009	03/19/2009	03/20/2009	
8	28	03/23/2009	03/24/2009	03/25/2009	03/26/2009	03/27/2009	
	29	03/30/2009	03/31/2009	04/01/2009	04/02/2009	04/03/2009	
	30	04/06/2009	04/07/2009	04/08/2009	04/09/2009	04/10/2009	
	31	04/13/2009	04/14/2009	04/15/2009	04/16/2009	04/17/2009	
9	32	04/20/2009	04/21/2009	04/22/2009	04/23/2009	04/24/2009	
	33	04/27/2009	04/28/2009	04/29/2009	04/30/2009	05/01/2009	
	34	05/04/2009	05/05/2009	05/06/2009	05/07/2009	05/08/2009	
	35	05/11/2009	05/12/2009	05/13/2009	05/14/2009	05/15/2009	
10	36	05/18/2009	05/19/2009	05/20/2009	05/21/2009	05/22/2009	
	37	05/25/2009 #	05/26/2009	05/27/2009	05/28/2009	05/29/2009	
	38	06/01/2009	06/02/2009	06/03/2009	06/04/2009	06/05/2009	
	39	06/08/2009	06/09/2009	06/10/2009	06/11/2009	06/12/2009	
11	40	06/15/2009	06/16/2009	06/17/2009	06/18/2009	06/19/2009	
	41	06/22/2009	06/23/2009	06/24/2009	06/25/2009	06/26/2009	
	42	06/29/2009	06/30/2009	07/01/2009	07/02/2009	07/03/2009	
	43	07/06/2009	07/07/2009	07/08/2009	07/09/2009	07/10/2009	
12	44	07/13/2009	07/14/2009	07/15/2009	07/16/2009	07/17/2009	
	45	07/20/2009	07/21/2009	07/22/2009	07/23/2009	07/24/2009	
	46	07/27/2009	07/28/2009	07/29/2009	07/30/2009	07/31/2009	
	47	08/03/2009	08/04/2009	08/05/2009	08/06/2009	08/07/2009	

Total Days of Enrollment: 252	Total School Days: 252	Total Holidays: 7	Staff Dev: \$ Min Day: %
Total Staff Development Days: 0	Total Other Non-Attendance Days: 1		Holiday: #, * No Schl: @

**CALENDAR  
CODES**

Calendar codes are used to indicate which days are designated as holidays, staff development, school not in session, minimum days or parent conference days.

**CODE  
DEFINITIONS**

- # Denotes a school holiday, when students are not in school.
- @ Denotes days within this attendance year that school is not in session.
- \$ Denotes a staff development day, which is counted toward ADA using either the preceding or following day's actual attendance.
- % Minimum day, which is counted as a school day.  
**Note that this code is NOT a holiday!**
- + Parent Conference and is counted as a school holiday.
- \* Track Vacation. (Only shown when Attendance tracks set greater than 0)