

### Click: QUERY



Type in the following query: **LIST STU CU LN FN PG AD CY ST ZC ID TL VPC** 

#### Click: RUN

IST STU CU LN FN PG AD CY ST ZC ID TL VPC         INEW         BUN         REPORT         COMMANDS         TABLES         FIELDS       SPECIAL         LIST       Display output         TOTAL       Display totals       TBL       Table Name       FLD       Field Name       ?       Description       LABELS         LIST       Display totals       TBL       Table Name       FLD       Field Name       ?       Description       LABELS         LIST       Display totals       TBL       Table Name       FLD       Field Name       ?       Description       LABELS         LIST       Display totals       Sorted by       Iter Texpe       LETTERS       Day       LETTER         Barcode       TABLES       Field Name       ?       Click on a column heading in the Tables or Field's list to sort by the column click the column heading again       SAVE       LOAD         IF       COMPARISON       *       Click on a column heading again       SAVE       LOAD         IF       Sorteater       Contains       SAVE       LOAD       SAVE       LOAD         I       Not contain <th>== Eagle</th> <th>Software's Query Languag</th> <th>ge - Copyright 2012 Eagle Software</th> <th></th> <th></th> <th>Ξ <u>Σ</u>3</th>	== Eagle	Software's Query Languag	ge - Copyright 2012 Eagle Software			Ξ <u>Σ</u> 3
Buter command       REDOR       COMMANDS       TABLES       TABLES       TOTAL       Display output       TOTAL     Display totals       SKIP     Bypass records       CHANGE     Change data       BY     Sorted by       IF     COMPARISON       IF     Contains       Screater     Click on a column heading in the Tables or Fields list to sort by to sort descending.       For Fields - click a third time to sort by the sequence (default).       Math       (I Start Math)       Stop Math       Stop Math       Mult       Mult       Mult       Mult       Mult       Mult       Include Inactive Students	LIST STU	I CU LN FN PG AD CY ST 2	ZC ID TL VPC			NEW
Enter command       REPORT         COMMANDS       TABLES       FIELDS       SPECIAL         LIST       Display output       7       Description       LABELS         SKIP       Bypass records       FLD       Field Name       ?       Description       LABELS         SKIP       Bypass records       FLD       Field Name       ?       Description       LETTER         CHANGE       Change data       FIEL       Table Name       FLD       Field Name       Participation       LETTER         BY       Sorted by       IF       COMPARISON       Month       Years (Age)       Envelope         IF       COMPARISON       F       Equals       Change       Change       Change         AND       Greater       Contains       For Fields - click a third       SAVE       Load         .       Not contain       -       Contains       Start Math       Stab       Start Math       Start Math       TABLES         .       Start Math       -       Stab       Include Inactive Students       Expression       Falles       Expression						RON
COMMANDS     TABLES     FIELDS     SPECIAL       LIST     Display output     TBL     Table Name     FIELDS     SPECIAL       SKIP     Bypass records     TBL     Table Name     FLD     Field Name     ?     Description     LABELS       SKIP     Bypass records     Select rcds     Earne     Image: Common Select rcds     Day     LETTERS       CHANGE     Change data     Image: Common Select rcds     Image: Common Select rcds     Image: Common Select rcds     Image: Common Select rcds       SORT     BY     Sorted by     Image: Common Select rcds     Image: Common Select rcds     Image: Common Select rcds     Image: Common Select rcds       IF     Common Select rcds     Contains     Fequal     Contains     ChanGe       AND     Greater     Contains     LOAD     LOAD       I     Not contain     Save     LOAD       Stort Math     +     Add     Sub     Image: Common Select rcds       I     Stop Math     +     Add     Sub     TABLES	Enter c	ommand				REPORT
LIST Display output TOTAL Display totals SKIP Bypass records KEEP Select rcds CHANGE Change data SORT BY Sorted by IF COMPARISON IF C		COMMANDS	TABLES	FIELDS	SPECIAL	
TOTAL       Display totals         SKIP       Bypass records         KEEP       Select rcds         CHANGE       Change data         BY       Sorted by         IF       COMPARISON         IF       COMPARISON         IF       COMPARISON         IF       Comparison         OR       # Not equal         AND       > Greater         (       Less than         :       Contains         > Mot contain         >= Greater/Equal         <	LIST	Display output	TBL Table Name	FLD Field Name	? Description	LA <u>B</u> ELS
SKIP       Bypass records         KEEP       Select rcds         CHANGE       Change data         BY       Sorted by         IF       COMPARISON         IF       Equals         OR       # Not equal         AND       Greater         (       Less than         )       Contains         >=       Greater/Equal         <	TOTAL	Display totals			\ New Line	
KEEP       Select rods         CHANGE       Change data         SORT       Month         BY       Sorted by         IF       COMPARISON         IF       Equals         Not equal         AND       > Greater         (       Less than         :       Contains         ;       Not contain         ;       Stop M	SKIP	Bypass records			Barcode	LETTERS
SORT       EDTOR         BY       Sorted by         IF       COMPARISON         IF       COMPARISON         IF       Comparison         Sorted by       Change value         IF       Comparison         Sorted by       Change value         IF       Comparison         Contains       Change value         Sorted by       Change value         AND       Screater         Contains       Contains         Not contain       Start Rutup         Contains       Start Math         Sogn attraction       Start Rutup         Math       Sub         Image value       Include inactive Students	CHANGE	Select roos			Day	LETTER
SORT         BY Sorted by         IF         COMPARISON         IF       Comparison         OR       # Not equal         AND       Greater         (       Less than         :       Contains         ;       Not contain         >=       Greater/Equal         <=	CHANGE	Change data			Year	EDITOR
BY       Sorted by       If       TO FILE         IF       COMPARISON       TO FILE       CHANGE         IF       Starter       Click on a column heading in the Tables or Fields list to sort by:       SAVE         IF       Contains       SAVE       LoAD         I       Contains       SAVE       LoAD         I       Contains       Start/Equal       SAVE         I       Contains       Start/Equal       SAVE         I       Contains       Start/Equal       StartUP         Image: Start Math       Image: Start Math       Stable       Start Math         I       Start Math       Stable       Start Math       Expression         I       Include inactive Students       Expression       Expression		SORT			Years (Age)	ENVELOPE
IF       COMPARISON         IF       COMPARISON         IF       Fequals         OR       # Not equal         AND       Greater         <	BY So	rted by				
IF       = Gquals         OR       # Not equal         AND       > Greater         <	16	COMPARISON				TO <u>F</u> ILE
OR AND     # Not equal AND     * Click on a column heading in the Tables Contains       (     Contains       ;     Not contain       >=     Greater/Equal Contains       <=	IF ]	= Equals				CHANCE
AND ( ) Stop Math (	OR	# Not equal			* Click on a column	
(   <   Less than : Contains > Greater/Equal < Less/Equal (   Start Math ) Stop Math   Open Parenth ) Stop Math - Sub - Include Inactive Students - Include Inactive Students - Include Inactive Students	AND	> Greater			heading in the Tables	SAVE
) : Contains ; Not contain >= Greater/Equal ( Start Math )) Stop Math ( Open Parenth ) Stop Math ) Sto	(	< Less than			or Fields list to sort by the column. Click the	
;       Not contain >=       for address (Fourier Structure)       for statt descending, For Fields - click a third time to sort by the sequence (default).       STARTUP         Math       *       Add       *       RESET         ([] Start Math       *       Add       *       TABLES         )) Stop Math       *       Sub       *       Mult       EXIT	)	: Contains			column heading again	LOAD
>=     Greater/Equal     For Fields - click a third     STARTOP       time to sort by the sequence (default)     TARTOP     Time to sort by the sequence (default)     RESET       (()     Start Math     +     Add       (i)     Stop Math     -     Sub       *     Mult         >     for Fields - click a third     TARTOP       time to sort by the sequence (default)     TABLES       EXIT		; Not contain			to sort descending.	CTADTUD
Math     Add       )) Stop Math     -       Sub     -       Mult     -       Include Inactive Students		>= Greater/Equal			For Fields - click a third	STARTUP
Main     + Add       () Story Math     - Sub       () Open Parenth     * Mult       () Open Parenth     * Mult       () Open Parenth     * Mult		<= Less/Equal			sequence (default).	RESET
Stop Math     - Sub     Egrt       ( Open Parenth     * Mult     _ include inactive Students	// Start	Math + Add				TABLES
( Open Parenth * Mult Include Inactive Students	1) Stop	Math Sub				
	( Open	Parenth * Mult			1	EXIT
i) Close Parentin   / Div	) Close	e Parenth / Div	j menude macuve students			



After your data appears close the query output box.

hr Num 👻 Last Name	<ul> <li>First Name</li> </ul>	Parent/guar - 1	Mailing Add 👻	City	<ul> <li>State</li> </ul>	<ul> <li>Zip code</li> </ul>	ID# -	Home Phone -	VerifPasscod -
and the second	AND DESCRIPTION OF	Interest on Observation -	+14:00 ACCOUNTS (	-serie-series	1990	10770	100011	7748-0001000	CONTRACTOR OF THE CONTRACTOR OF TO C
COMP. INCOME.	19490	AND PARTY OF ANY	TT TO SHITLER	and the second	1986	107700	188759		1000001111-0000000
- Diffe Independent		Minaria Public i	and writerings	ante-share	1996	10790	1200.00	1144 1841 1988	1000 V - 210 231080
- and the second second	-Relations	destination of the other	ALTE WALKERS	del factore.	1990	10790	100100	1144.000.0078	CONTRACTOR OF STREET, ST. ST.
1000 10.0000000	- BRITERI	mounter that	A A A A A A A A A A A A A A A A A A A	indiana.	128	107700		111111-1011	Verified and strategy
COMPANY OF THE OWNER.	rementaria;	TRANSPORT OF LAND IN	ini mini m	indiaction:	1986	10780	120112	1144.044.0030	
	TRAFFIC PARTY	VARIANTERS / STORE /		indiana.	1996	10796	121527	17948-1001008	101208-00210-
The buildings	(011000000)	MARGINE MARY IN	A BORD HARRING CAL	institution.	198	10780	1489778	FRANKING CORNEL	-Terrare Constants
- HE WINDOW	(BLOD)	These restances in a	100 Million (A)	Bernolline.	1996	10796	181222	77481-081-0881	Antibiotics interest in
(B) Initiality	(August)	International Automatics	Ann / Billion ( Bas	-anti-	1988	107700	100000	(FRAM COMPANY)	Hand State or P. Barner
- THE MARKET OF	Characterister.	Annihalten - Balland -	10210/mpliani	anita dia	100	10790	120000	1144.44.44	OR COMPANY OF THE OWNER
- and - backlasts		Addition Addition 12	an with the	ing the store	148	10780			-201120000-21
- THE MARKET	(And and a second se	Manufill, (define) (1	ANT	-serie-bia-	100	10794	interior	17440.000.00.00	- March Information
COMPANY OF THE OWNER	Correspondence -	Same Second	ART BALLERIN	- and fall- shows	1480	100000	1000110	17946 (mr. mm.	International Contracts

### Click: LETTER EDITOR

-8	Eagle	Software's Query Langua	ge - Cop	yright 2012 Eagle Software				_	• **
L	ST STU	CU LN FN PG AD CY ST	ZC ID TL	VPC					NEW
									<u>r</u> un
Er	nter fi	eld code(s), or BY,	or IF (	or RUN QUERY					REPORT
		COMMANDS		TABLES		FIELDS		SPECIAL	
L	IST	Display output	TBL	Table Name	FLD	Field Name	?	Description	LA <u>B</u> ELS
T	OTAL	Display totals	STU	Student Data	SN	Student#	1	New Line	
S	KIP	Bypass records	CHI	Crs History Institutions	LN	Last Name	1	Barcode	LE <u>T</u> TERS
K	EEP	Select rcds	ACT	Activities and Awards	FN	First Name		Day	
C	HANGE	Change data	ADS	Assertive Discipline	MN	Middle Name		Month	
			APC	Academic Plan Course	ID	ID#		Year	EDITOR
		SORT	APL	Academic Plan Log	SX	Sex		Years (Age)	ENVELOPE
В	Y Sor	ted by	ATL	Attendance Log	GR	Grade Bigton Grade	NM	Full Name	T

#### Click: GET

After reviewing the directions, go to your child's school webpage located on the district website at www.sausd.us To find your child's school's webpage, go to the upper left hand corner and click the drop-down menu to select your child's school. On the school webpage, you will see a link called the Aeries Parent Portal. 4-11-LOCATE UPDATE OTHER <u>A</u>dd <u>C</u>hange <u>H</u>elp e<u>X</u>it Print Backward Get Eorward Delete



#### Choose: Parent Portal

The parent portal letter should appear in the text box. (See example below)

#### Click: **Print**



Set your print options.

Click: OK

Process may take a few minutes. Two letters will be generated for each student at your school, one in English and one in Spanish.

Aeries Input Option Form
Select Option for Printing Date
Select one of the following options:
C Do Not Display
C Center
C Right-Justify
<u>O</u> K <u>Cancel</u>

Example of letters generated.



	Santa Ana Hion School 520 W Walnut St Santa Ana, CA, 92701
September 6, 2012	
1 (10) (************************************	
Dear Parents/Guardians of Aleja	andra Abarca:
Parents may view live period or or you with the information necessar directions and information includ	daily attendance through the Aeries Parent Portal. This letter will provide ary to log into the District Parent Portal online. Please review the led in this letter.
After reviewing the directions, go www.sausd.us To find your child down menu to select your child's Parent Portal.	o to your child's school webpage located on the district website at d's school's webpage, go to the upper left hand corner and click the drop s school. On the school webpage, you will see a link called the Aeries
The following information is requ Email Acc Valid Area Permaner Verificatio	ired prior to creating a Parent Portal account:
1. Logging in Use the information above to cre	ate your Parent Portal Account.
<ol> <li>Accessing Student Information</li> <li>Once logged in, you will see you</li> <li>record is included in this letter and</li> </ol>	n r child's attendance record. Additional information on the attendance nd on the school webpage.
3. Logging out Please log out and close the inte public computer (any non-home student's personal record availal	emet browser when you have finished using the District Parent Portal on computer). Failing to close the internet browser may make your ble to users who use the computer after you.
4. Assistance If you have problems creating yo child's attendance, please conta webpage.	our Aeries Parent Portal account or you have a question about your ct your child's school. Contact information is located on the school