WORK-BASE LEARNING

INTERNSHIP SITES/WORK PERMIT INSTRUCTIONS

TEACHERS EDITION

Logon to Aeries.NET

GGUSD: **https:**
OUSD: **https:**
SAUSD: **https:**

User Name: _____
Password: _____
Database: _____
Year: _____

Orange Unified SD
Welcome to Aeries.net

User Name:	
Password:	
Database:	Orange USD
Year:	2012-2013

LOGIN

FIND A STUDENT:

1. Find a student by clicking **"Find"** (Magnifying glass) icon or just type the student name in the Quick Student Search box, then click **"Go"**.

Aeries.NET

NAVIGATION

- ⊞ Student Flags
- ⋯⋯ Home
- ⊞ My Favorites (0)
- ⊞ Student Data
- ⊞ Attendance Accounting
- ⊞ Grade Reporting
- ⊞ Standards Based Grades
- ⊞ Supplemental Attendan...
- ⊞ Scheduling Process

2012-2013 Eagle Unifed School District

Quick Student Search   Go

Abdelnour, Alice

Attendance Summary

Not available at the district level.

My Tasks

Enter new task here   Add

Abdelnour, Alice

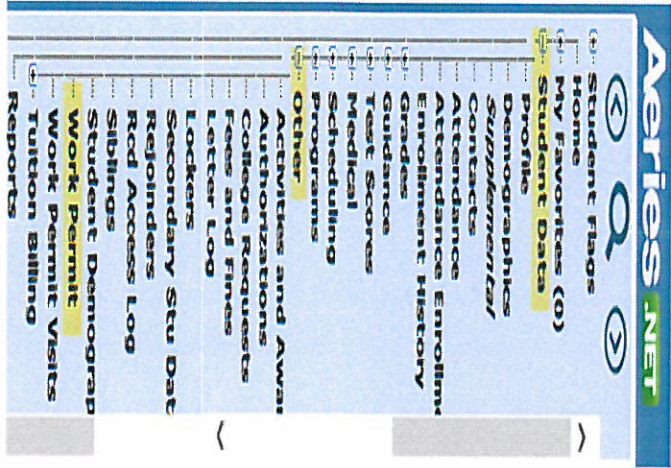2. Click the displayed student name.

Abdelnour, Alice   Go

☑ Include Inactive Students   ☑ Include Inactive Schools

Schl	Stu.Num	Last Name	First Name	Middle	Grd	Sex	Perm ID	Status	Birthdate
994	2	Abdelnour	Alice		9	F	99400002		4/13/1998

ASSIGN STUDENT SITES:

Choose the following Options:

3. Student Data
4. Other
5. Work Permit

6. Click "**Add New Record**"

| Work Permit |
| Screaming Eagle High School |

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num
	2	Abdelnour	Alice		99400002

Social Security Number

Work Permit
Add New Record

Print   Rules   Employer

Work Permit

Employer and Name	Age/Issue	Permit Type/Description	Attendance Comment	Grade Comment	Issued	Expires

School in Session

15

M-Th: 3 | Fr: 3 | Sat: 8 | Sun: 8 | Weekly Max: 18.00

Spread of Hours: 7:00 AM - 7:00 PM

School Not in Session

Mon-Sun: 8 | Weekly Max: 40.00

Spread of Hours: 7:00 AM - 9:00 PM

Comments:

Issued: 06/12/2013 | Expires: 07/31/2013

Hours that minor must be in school (required for "Regular" and "Year-Round" permits only)

Print | Rules | Employer

Employer and Name

| 0 |
1	Albertson's
2	Eagle Software
3	Jack In The Box
4	McDonalds

Permit Type/Description

R	Regular
V	Vacation
W	Work Experience

7. Click the drop down menu under **"Employer and Name"**.

8. Choose the site where to assign the student.

9. Click the drop down menu under **"Permit Type/Description"** to choose the work permit type.

10. Choose the work permit type:

    "Regular" is used for unpaid Community Classroom internship.

    "Work Experience" is used for paid Cooperative CTE (CCTE) work permit.

11. Enter Comments/Notes for this particular site in the comments field.

    NOTE: Students can be assigned to multiple sites.

12. Click the **"SAVE"** icon after entering/editing a site and its information.

    NOTE: After saving the entry, the Print check box and the Visits command button (at the end of the screen) are enabled.

Either

13. Go back to **"FIND A STUDENT"** routine, select next student, and assign sites to ALL your community classroom internship students.

or

14. Click **"Save"** then go to **"Visits"** (next page) to add visit information for this student.

VISITS

To record visits for this site, either do:

STEP A: Click **"Visits"**

or

STEP B: In Main Menu Choose:

1. Student Data
2. Find A Student
3. Other
4. Work Permit Visits
5. Click the displayed **"Employer"** to visit

6. Click **"Add New Record"**

7. Type in (or accept the default):

   a. Date of Visit

   b. Time of Visit

   c. Yes or No under Observed

   d. Supervisor's Name if other than the listed contact name.

   e. Comments about the student for this visit.

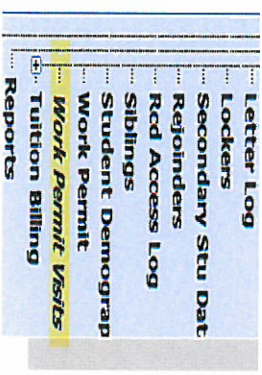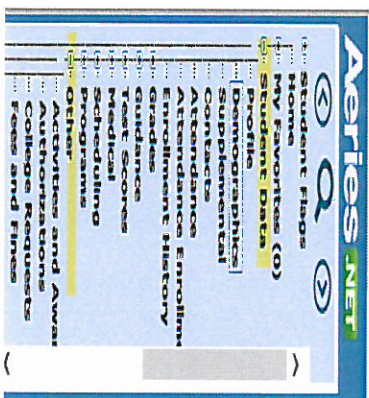8.   **Click the "Save" icon to save your visit record.**

9. Repeat **STEP B** for next student.
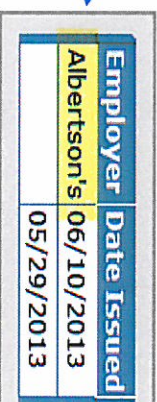
In Main Menu choose

1. Student Data
2. Find A Student
3. Other
4. Work Permit Visits

5. Click the displayed "**Employer**" to visit

Employer	Date Issued
Albertson's	06/10/2013
	05/29/2013

NOTES:

The screen below shows all your recorded visits to this site - sorted by date in descending order.
The visitation records are kept within the student's record. The screen can be printed when needed.

Click the "**Edit**" Icon to update any site visit entry.

Flag	StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Ad
	2	Abdelnour	Alice		99400002	F	9	1

Work Permit

Employer and Name	Age/Issue	Permit Type/Description	Attendance/Grades	Comments	Issued	Expires
Albertson's	15	Regular			06/12/2013	07/31/2013

School in Session				School Not in Session			Hours that minor must be in school
M-Th: 3	Fr: 3	Sat: 8	Sun: 8	Weekly Max: 18.00	Mon-Sun: 8	Weekly Max: 40.00	06/12/2013
Spread of Hours: 7:00 AM - 7:00 PM				Spread of Hours: 7:00 AM - 9:00 PM			(required for "Regular" and "Year-Round" permits only)

Comments: This site will NOT accept out-of-district students without prior notification.

Work Permit Visits

	Date	Time	Code	Observed	Supervisor Name	Comment
✚	Add New Record					
	6/25/2013	-	-	-		
	6/18/2013	-	-	-		
	6/12/2013	-	-	-		

Employer	Date Issued
Albertson's	06/12/2013

6. Click "**Add New Record**"
7. See VISITS step # 7.
8. Repeat SUBSEQUENT VISIT routine for next student.