

# Los Angeles County High School for the Arts

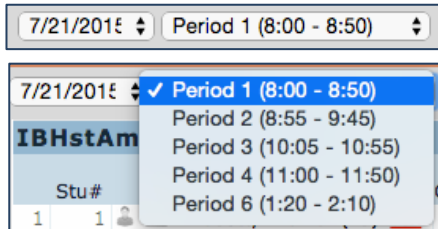
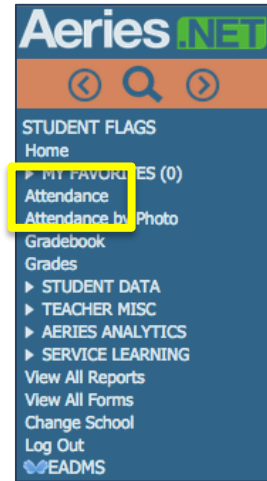
## Taking Attendance in Aereis.net

**Step 1.** Log into AERIES.net at <https://lachs.a.asp.aeries.net/teacher>

**Step 2.** Click on **Attendance** node.

Verify the correct date and Period are displayed in the drop down menus.

**Step 2**



**Step 3.** Click **A** for **Absence** or **T** for **Tardy**. Absences are automatically recorded.

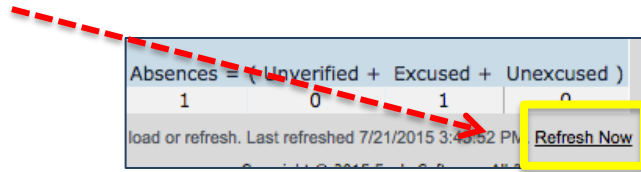
- If all students are present, Click the **All Remaining Students are Present** button above the **A** & **T** columns.
- Once you add an **A** or **T** check for any student, the system will assume the other students are **Present**. Continue to add any **A** or **T** checks for absent student.s. You will not need to click the **All Remaining Students as Present** button, it has been removed from the screen at this point.
- To change a students' attendance from **A** to **T**, click the **T** box to make the change from absent to tardy.
- Unchecking either an **A** or **T** box will mark the student as **Present**.

Stu#	Name	Grd Prgm	Fluency	A	T	7/21	7/20	7/17	7/16	7/15
1	Abbott, Allan J. (AJ)	12	L	<input type="checkbox"/>	<input type="checkbox"/>	A				
2	Baca, Jason S.	12	E	<input type="checkbox"/>	<input type="checkbox"/>					
3	Brown, Gloria A.	12	E	<input type="checkbox"/>	<input type="checkbox"/>					
4	Calucag, Thais J.	12	E	<input type="checkbox"/>	<input type="checkbox"/>					
5	Eihadary, Brian M.	12	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A				
6	Flores, Desiree R.	12	E	<input type="checkbox"/>	<input type="checkbox"/>					
7	Godina, Jennifer	12	F	<input type="checkbox"/>	<input type="checkbox"/>					
8	Gonzalez, Steve	12	F	<input type="checkbox"/>	<input type="checkbox"/>					
9	Gotto, James R.	12	E	<input type="checkbox"/>	<input type="checkbox"/>					
10	Gruettner, Jesse	12	L	<input type="checkbox"/>	<input type="checkbox"/>					
11	Guzman, Leticia M.	12	E	<input type="checkbox"/>	<input type="checkbox"/>					
12	Kallil, Stacey I.	12	E	<input type="checkbox"/>	<input type="checkbox"/>					
13	Leos, Christine M.	12	E	<input type="checkbox"/>	<input type="checkbox"/>					
14	Lewis, Ernest A.	12	E	<input type="checkbox"/>	<input type="checkbox"/>	T				
15	Miranda, Ruben A.	12	E	<input type="checkbox"/>	<input type="checkbox"/>	T				
16	Negrete, Justin J.	12	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A				
17	Parslow, Jonathan	12	E	<input type="checkbox"/>	<input type="checkbox"/>	T				
18	Perez, Sarah I.	12	F	<input type="checkbox"/>	<input type="checkbox"/>	T				
19	Shields, Cristine	12	E	<input type="checkbox"/>	<input type="checkbox"/>	T				
<b>Tchr Aide</b>										
Stu#	Name	Grd Prgm	Fluency	A	T	7/21	7/20	7/17	7/16	7/15
20	Kassis, Corrie	12	L	<input type="checkbox"/>	<input type="checkbox"/>					

## Los Angeles County High School for the Arts

**Step 4.** Verify that the correct attendance has been recorded – you should see the letter you chose in the yellow column.

To change an incorrect attendance, you can re-submit by selecting or deselecting the T for Tardy, A for Absent or unchecking the attendance code box you previously selected. Any changes will override previously entered attendance – but only for students you made changes to. To see the totals refresh, click the **Refresh Now** link in the lower right corner of the Attendance table.

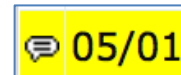


**Step 5:** To record a reason for an **Absence** and/or **Tardy**, click on the **Calendar** icon (left of student name).

This will change your node to the **Student Data > Attendance** table



**Step 6:** In the **Attendance** Table, click on the **Note** icon. Next to the date the **Note** will be recorded to explain the student's Absence or Tardy. By default, the current date is always highlighted in yellow.



**Step 7:** Click **Add New Record\***



Select the correct **Code – Description** from the Drop Down Menu. Add additional information in the **Comment** field at the bottom of the Record.

**Step 8:** Click the **Save** icon to complete the Attendance process for the absent student.

