



<https://aerin.ky.gov>

## Introduction to the Adult Education Reporting Information Network System

**Fiscal Year 2010-2011**

Kentucky Adult Education  
Council on Postsecondary Education  
1024 Capital Center Drive, Suite 250  
Frankfort, KY 40601  
(502) 573-5114



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# Login Screen

A screenshot of a login form. It has a title 'Login' in a blue box. Below the title are two input fields: 'LoginID' and 'Password'. At the bottom of the form is a 'Login' button.

Need an Account? | [Contact Us](#)

**Welcome to AERIN.** After being trained, you will receive a security agreement to request a login ID and password. Complete this form, secure your supervisor's signature, make a copy for your records and mail the original to:

Tammy M. Powers  
Kentucky Adult Education  
1024 Capital Center Drive, Suite 250  
Frankfort, KY 40601

Once this form is received your login ID and default password will be issued either by phone or e-mail.

Security Agreement Forms can also be accessed on the KYAE Web site <http://www.kyae.ky.gov/>.

Go to <https://aerin.ky.gov> to access the AERIN login screen. (You may want to create a shortcut on your desktop.) Enter your login ID and password and then click **Login**.

The first time you login using the default password assigned to you, click on **Manage Your Account** to change the default password to a password easy for you to remember but difficult for others to guess.

For assistance with AERIN, please contact:

**Terry Tackett (ext. 107) or Tammy M. Powers (ext. 114) at:  
800-928-7323 or 502-573-5114  
[terry.tackett@ky.gov](mailto:terry.tackett@ky.gov) or [tammy.powers@ky.gov](mailto:tammy.powers@ky.gov)**

# Main Menu



Messages  
System is up and ready to go!!!!!!

Make sure you complete all Staff and Location information. The main contact must be completed before you can enroll clients; this also populates the state web-page. There are a few changes to the system. If you run into issues contact central office. We will be working on upcoming trainings and videos.

- Student Module
- Staff Module
- Attendance Module
- Reporting Module
- Administration
- Manage Locations
- Finance Module
- Logout

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Student Module	Click on <b>Student Module</b> to access student screens.
Staff Module	Click on <b>Staff Module</b> to access staff screens.
Attendance Module	Click on <b>Attendance Module</b> to access attendance.
Reporting Module	Click on <b>Reporting Module</b> to access reports.
Administration	KYAE staff only.
Manage Locations	Click on <b>Manage Location</b> to access your locations.
Finance Module	KYAE staff only.
Logout	Click on <b>Logout</b> to logout.

NOTE: Anytime you are in any of the modules and you want to get back to this screen click on **Main Menu** at the top of the screen.



# Manage Your Account Screen

**AERIN** KENTUCKY ADULT EDUCATION LEARNING FOR LIFE  
Adult Education Reporting Information Network

Main Menu Students Staff Administrator Logout ?

**User Maintenance**

**Password Update**

Current Password:  New Password:  Confirm New Password:

To keep your existing password, simply leave the New Password boxes blank.

**Name Update**

First Name:  Last Name:

**E-Mail Update**

E-Mail Address:

Remember to click **Save Changes!**

Click on **Manage Your Account** to change your password and update your name and work e-mail address.

You will need to complete the following fields.

Current Password	Enter your current password. The first time you login, use the default password assigned by KYAE.
New Password	Enter a password easy to remember but hard for others to guess.
Confirm New Password	Enter the new password again to confirm.
First Name	Make sure your first name is spelled correctly.
Last Name	Make sure your last name is spelled correctly.
E-mail	If your e-mail address reads <a href="#">need@mail</a> , replace it with your correct work e-mail address.

NOTE: The password will not expire. Passwords can be changed at any time.

If you forget your password, login ID or get locked out of the system, contact Terry or Tammy (see page 3).

Once you have finished making revisions, click **Save Changes**.

# Manage Your Locations Screen

Fiscal Year	LocationID	Location Name	Location Type Code	Active	Detail
2006	09999	State Office		Y	<a href="#">Edit Details</a>
2005	09999	State Office		Y	<a href="#">Edit Details</a>
2007	09999	State Office		Y	<a href="#">Edit Details</a>
2008	09999	State Office		Y	<a href="#">Edit Details</a>
2009	09999	State Office		Y	<a href="#">Edit Details</a>
2010	09999	State Office		Y	<a href="#">Edit Details</a>
2011	09999	State Office		Y	<a href="#">Edit Details</a>

To update location information, click **Manage Locations** from the main menu or **Manage Your Locations** once inside AERIN. The following information will be displayed: Fiscal Year, LocationID, Location Name, Location Type Code and Detail. Click **Edit Details** for the current **Fiscal Year** to access the location information screen.

**NOTE: Manage Your Locations must be entered/updated for your program in order to enroll students for FY 2011. You must have an active main contact listed on the Location Roles tab before you can enroll students for FY 2011. The Main Contact will be the person listed for your county on the KYAE Web site under local adult education centers. It is very important to keep your program information updated on Manage Your Locations and staff records.**

# Location Information Screen

Location: C9999State Office

**Location** Site Location Roles Location Classes

Address: 1024 Capital Center Drive Mail to Address: 1024 Capital Center Drive

City: Frankfort City: Frankfort County: 037 FRANKLIN

State: KY Kentucky Zip: 40601 - 8204 State: KY Kentucky Zip: 40601 - 8204

Phone: 502 - 573 - 5114 Ext. Fax: 502 - 573 - 5436

Location Name: State Office Time Zone: Eastern Web Site Address/URL:

Status Comments: Location information last updated 7/29/04. Updated 7-15-2008 for FY 2009

Save

Click **Save** to save your changes.

Login User: test2 with Update right. Manage Your Account Manage Your Locations Contact

Location information for the main adult education center must be completed in order to enroll students. Updates should be made as needed throughout the fiscal year.

NOTE: The information on this screen along with who is selected as the main contact on the Location Roles screen is what will appear on the KYAE Web site for your program under local adult education centers. Please keep this information up-to-date throughout the year.

Address	Enter work address.
City	Enter work city.
State	Use the drop-down arrow to select the state.
Zip	Enter zip code.
Phone	Enter work phone number.
Location Name	This field is auto-populated.
Mail to Address	Enter mailing address of main adult education center.
City	Enter city of the main adult education center.
State	Enter state of the main adult education center.
Zip	Enter zip code of the main adult education center.
Fax	Enter work fax number.
County	Use the drop-down arrow to select the county.
Time Zone	Use the drop-down arrow to select the time zone of the main adult education center.
Web Site Address/URL	Enter the Web address for your program if you want your Web address to appear and be accessible for the county contacts on the KYAE Web Site.

After completing the above required fields or making changes, click **Save**.

# Satellite Site Screen

Location: C9999State Office

Location Roles Location Classes

SiteId Site Name Description Active Location

C9999 [ADD](#)

Site Id	Site Name	Description	Location	Active	Action
01	Library	GED	C9999	n	<a href="#">Edit</a>
02	Quebecor		C9999	n	<a href="#">Edit</a>
04	Firehouse	nightclass	C9999	n	<a href="#">Edit</a>
05	corrections		C9999	Y	<a href="#">Edit</a>
06	High School		C9999	Y	<a href="#">Edit</a>
10	Corrections		C9999	n	<a href="#">Edit</a>
25	Wilmore		C9999	n	<a href="#">Edit</a>
27	learning center	adult learning center-main	C9999	Y	<a href="#">Edit</a>
rms	Bath Middle School	Family Literacy	C9999	Y	<a href="#">Edit</a>
SL	Salt Lick	Family Literacy	C9999	Y	<a href="#">Edit</a>
GS	1024 Building	Room 115	C9999	Y	<a href="#">Edit</a>
ll	here	what ever	C9999	Y	<a href="#">Edit</a>
a1	Here	Now	C9999	Y	<a href="#">Edit</a>
NC	Night Class		C9999	n	<a href="#">Edit</a>

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

In order to add satellite sites to a location, click on the **Site** tab from **Manage Your Locations**.

**This is optional.** The site ID can be any combination of numeric or alpha characters. By using a satellite ID, you have the ability to enroll students at satellite sites, as well as the means to run reports by each satellite location.

- Site ID                                      Enter ID of choice (alpha or numeric characters allowed).
- Site Name                                    Enter name of the satellite site.
- Description                                 Enter a brief description of the satellite site.
- Active                                         Check the **Active Box** for the satellite site to be active.
- Location                                      Location code assigned to a county.

After completing the required fields, click **Add** to save the new satellite site information.

To revise an existing satellite site, click **Edit** to open the details, make necessary changes and then click **Update** to save changes.

To change a satellite site to inactive click edit beside the site you want to change, type N for No, click **Update** to save. Once you change a site to inactive it will no longer appear in the drop-down list for satellite sites on other screens you use throughout AERIN.

# Location Roles Screen

Location: C9999State Office

Location Roles

Product: Corrections Contact

Contact: Staff2011, Testing

Staff Name	Product	Edit Delete
Test Wednesday	AERin Contact	Edit Delete
Fancy Pants	Main Contact	Edit Delete
Testing Staff2011	Corrections Contact	Edit Delete
Testing Staff2011	Family Literacy Contact	Edit Delete
Testing Staff2011	GED Contact	Edit Delete
Testing Staff2011	WIN (must be trained instructor)	Edit Delete

Save

Click **Save** to save your changes.

In order to add location roles to a location, click on the **Location Roles** tab from **Manage Your Locations**.

The information listed under the **Location Roles** tab from **Manage Your Locations** will populate the contact us screen with information that is entered on contacts for your location. It will enable others to contact a person for a specific product.

This is very important information to keep updated. Other counties and KYAE staff can use this data to contact you about student information.

**Product** Use the drop-down arrow to select the product. The following options are available:

- AERIN
- WIN (must be trained instructor)
- Family Literacy
- GED
- State – KYAE only
- Main Contact – Required in order to enroll clients**
- Corrections

**Contact** Use the drop-down arrow to select the appropriate contact person.

**NOTE:** You must have a main contact selected in order to enroll students. The main contact is The person who will appear on the KYAE Web site for your program under local adult education centers.

To add a new contact, select the correct product and contact, then click **Save**. To delete an existing contact, click **Delete** next to the desired contact.

# Location Classes Screen

Location: C9999State Office

Location Classes

Site: C9999

Class Name: \_\_\_\_\_

Meets On (days):  
 M  
 T  
 W  
 R  
 F  
 S

Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_

**ADD**

Location	Site	Class	From - To (Date)	Meeting Time	Days	Action	Delete
C9999		Test Math 101	6/1/2008 to 6/30/2008	09:00 AM - 10:00 AM	MW	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999		Math 2	7/5/2008 to 7/30/2008	09:00 AM - 11:00 AM	TR	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999		Reading 101	7/5/2008 to 7/15/2008	09:00 AM - 11:00 AM	TR	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999		Pre KCTCS	6/15/2008 to 7/1/2008	09:00 AM - 10:00 AM	MWF	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999	01	test	7/10/2008 to 7/31/2008	12:00 AM - 03:00 PM	MT	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999	a1	Tammy Test	7/10/2008 to 8/10/2008	09:00 AM - 11:00 AM	MF	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999	03	Math Basics	7/1/2008 to 8/1/2008	09:00 AM - 11:00 AM	TF	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999		math2	8/1/2008 to 8/30/2008	10:00 AM - 11:00 AM	TR	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999		math3	8/1/2008 to 8/30/2008	10:00 AM - 11:00 AM	TR	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999		Reading A	8/1/2008 to 8/30/2008	02:00 PM - 03:00 PM	MTF	<a href="#">Edit</a>	<a href="#">Delete</a>
C9999		Reading B	8/1/2008 to 8/30/2008	09:00 AM - 10:00 AM	WR	<a href="#">Edit</a>	<a href="#">Delete</a>

Login User: test2 with Update right. [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click **Add** to add/save your information.

In order to add classes, click on the **Location Classes** tab from **Manage Your Locations**.

- Site Use the drop-down arrow to select the site if needed (optional).
- Class Name Enter the name of the class.
- Meets on (days) Click in the box for each appropriate day of the class.
- Start Date Enter the start date of the class.
- End Date Enter the end date of the class.
- Start Time Enter the start time of the class.
- End Time Enter the end time of the class.

After completing the required fields, click **Add** to save the new class information.

To revise an existing class, click **Edit** to open the details, make necessary changes and then click **Update** to save changes.

# Staff General Information Screen

To access staff screens from the main menu click **Staff Module** or **Staff** once inside AERIN.

Click on **Add Staff** for basic information on local program staff – name, address, gender and race. **This must be completed prior to entering the Additional Information, Locations/Programs, and subjects data. Since the enrollment program types are limited to those identified in Location/Programs, this section must be completed for all staff before enrolling students.** (See Appendix A for core services definitions.)

**NOTE: All staff still employed in fiscal year 2011 will need to be made active. Click the drop-down arrow under status and choose active. You must complete all tabs in order for staff to become active.**

- Enter all 2010-2011 personnel in AERIN using job titles consistent with information reported on personnel worksheets.
- Report personnel changes to KYAE on a revised personnel worksheet and update AERIN within 10 days of changes. KYAE will compare invoices with personnel entered in AERIN.
- All staff must be entered in AERIN since this information is used to determine professional development requirements.
- Please enter **work** contact information so that KYAE may send you important information as needed.

If a staff person leaves a program, immediately notify Tammy or Terry (see page 3) so the login ID may be revoked. Next, change their status to inactive on the **Staff General Information** tab. All program types listed on the staff **Locations/Programs** will now reflect an inactive status. Also, update Manage Your Locations as needed.

**NOTE: Making staff active or inactive is different than having a user id/password to use the system. If the staff person is active or inactive will determine if they appear in the drop-downs associated with students. If the staff person will no longer be logging into AERIN to view, add or update data then their user id/password will need to be revoked by Tammy or Terry.**

SSN	Enter social security number of staff person.
Birth Date	Enter the birth month, birth day and birth year of staff person.
First Name	Enter first name of staff person.
Last Name	Enter last name of staff person.
MI	Enter middle initial of staff person.
E-Mail	Enter work e-mail address for staff person.
Race	Use the drop-down arrow to choose the race of the staff person. The following options are available: <ul style="list-style-type: none"> <li>1 American Indian/Alaskan Native</li> <li>2 Black or African American</li> <li>3 Asian</li> <li>4 Hispanic or Latino</li> <li>5 White Not of Hispanic Origin</li> <li>6 Native Hawaiian or Pacific Islander</li> </ul>
Job Activation Date	Enter the job activation date for the staff person.
Address	Enter the work address for the staff person.
City	Enter the city for the staff person.
State	Enter the state for the staff person.
Zip	Enter the zip code for the staff person.
Phone	Enter the work phone number for the staff person.
Gender	Use the drop-down arrow to choose the gender for the staff person.
Status	Once you have staff entered in the system, you will have this option. Use the drop-down arrow to choose the status for the staff person. The following options are available: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>

After completing the necessary fields click **Add Additional Information** to save the information and go to the next screen. If making updates click **Save** after finishing the revisions.

# Staff Additional Information Screen

Click **Save** to add/save your information.

To access this screen when entering new staff click **Add Additional Information** from the staff **General Information** screen once it is completed. To access this screen for existing staff click the **Additional Information** tab.

This screen contains information on local program staff – adult education status, education level, hours worked a week, years in adult education, salary range, certificates and primary assignment. **This must be completed prior to entering the Locations/Programs information. Since the enrollment program types are limited to those identified in Location/Programs, this section must be completed for all staff before enrolling students.** (See Appendix A for core services definitions.)

**AE Status** Use the drop-down arrow to select your adult education status. The following options are available:

- Full-Time
- In Kind
- Less Than 50 Hours per Year
- Part-Time

**Education Level** Use the drop-down arrow to select the highest education level completed by staff. The following options are available:

- Associate Degree
- Bachelor Degree
- Doctorate
- High School
- High School Equivalency/GED
- Less than High School
- Master Degree
- Rank I

**Major** Use the drop-down arrow to select a major for those staff with a Bachelor's Degree and above.

**Hrs./Week** Enter the number of hours staff work per week.

**Yrs in AE** Enter the total number of years experience in adult education for staff.

**Salary Range** Use the drop-down arrow to select the hourly salary range for staff. The following options are available:

Less than \$10  
\$10-\$15  
\$16-\$20  
\$21-\$25  
More than \$25

Use the drop-down arrow to select the annual salary range for staff. The following options are available:

\$0-\$10,000  
\$10,001-\$20,000  
\$20,001-\$30,000  
\$30,001-\$40,000  
\$40,001-\$50,000  
\$50,001-\$60,000  
\$60,001-\$70,000  
\$70,001-\$80,000  
\$80,001-\$90,000  
\$90,001-\$100,000  
\$100,000+

Total Years  
Teaching

Enter the total number of years teaching for staff.

Teaching Certificates

Click the appropriate box if you are a certified teacher and fill in the appropriate information needed according to which certificate you select.

Kentucky  
Enter the date of the certificate

Other State  
Enter the date of the certificate  
Enter the state of the certificate

Certificate Subject

Use the drop-down arrow to choose the certificate subject.

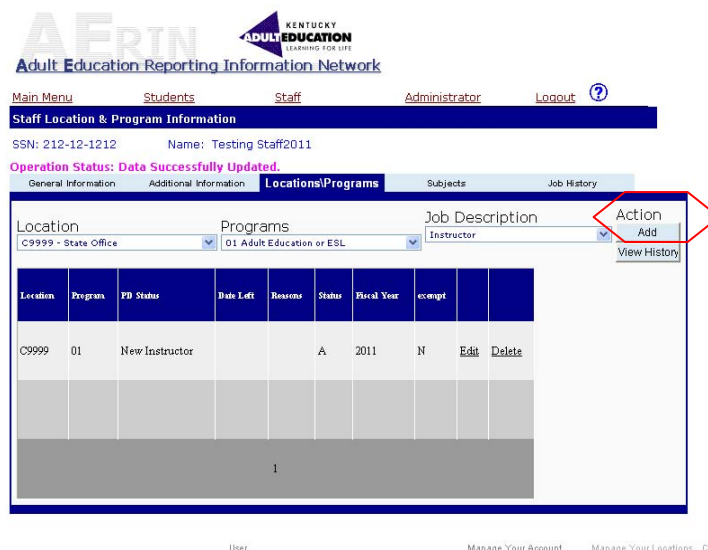
Primary Assignment

Use the drop-down arrow to choose the staff primary assignment. The following options are available:

ABE/GED  
Corrections Education  
Data Clerk  
English as a Second Language  
Family Literacy  
Program Director  
Program Director/Instructor  
Workplace

After completing the necessary fields click **Save** to save the information and go to the next screen. If making updates click **Save** after finishing the revisions.

# Staff Locations/Programs Screen



Click **Add** each time you select a new program type.

To access this screen when entering new staff click **Locations\Programs** tab from the staff **Additional Information** screen once it is completed. To access this screen for existing staff click the **Locations\Programs** tab.

**In order to enroll students, this screen MUST be completed for all staff working with students. YOU MUST LIST EVERY PROGRAM TYPE THAT APPLIES FOR EACH STAFF MEMBER. Program type 00 is for admin personnel who are required to be in the system but are not instructing students, such as data entry clerks or some directors.**

Once staff members are assigned to the appropriate program type and click **Add**, the information appears at the bottom of the screen with a status of A (active). Also displayed are location, program, date left, reason, status, fiscal year, edit and delete.

If enrolling a student in AERIN and the appropriate staff person's name is not in the drop-down list, return to this screen. Also use this screen to update staff program types.

**Location** This is the location code assigned to your program by KYAE.

**Programs** Use the drop-down arrow to select the program type needed. Repeat this process for every program type that is needed. **Remember to click Add** each time a new program type is chosen. The following program types are available:

- 00 Administrative Only
- 01 Adult Education or ESL
- 13 AE/ESL Carry-Over Achievements
- 15 Official Practice Test (OPT)/Paraeducator
- 18 Workforce Alliance

**Job Description** Use the drop-down arrow to choose the description that applies. The following titles are available:

- Program Director
- Instructor
- Instructor's Aide
- Clerk
- Co-op Student/Intern

If a staff person is no longer working in a program type, change the staff person's status to inactive for that particular program type. Click **Edit**, enter the date they moved to inactive status (date left) for that program type and the reason for leaving, then click **Update** to save the changes. The staff person's status is now inactive (I) for that program type.

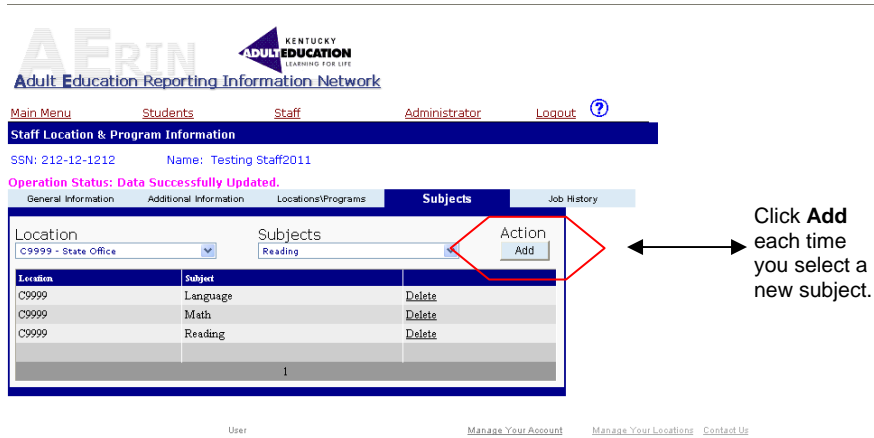
If a staff person is inactive for a program type and needs to be reverted to active status, click on **Edit** beside the inactive program type, and then click **Update**.

*NOTE: The program types on the staff **Locations\Programs** screen are sorted by status. When changing the status from active to inactive, the inactive program type will drop to the bottom of the list.*

Date Left	Enter date the staff person left the program or is no longer teaching that program type.
Reason for Leaving	Enter the reason the staff person left the program or is no longer teaching that program type. The following options are available:  Full-Time Teaching Job Health Higher Paying Job Other Personal
Status	Displays the current status of the staff member. "A" for Active or "I" for Inactive.
Fiscal Year	Displays the current Fiscal Year.
Exempt	Admin use only.
View History	Click <b>View History Button</b> to see the History. Once finished click <b>View Current Button</b> to return to the current year.

After completing the necessary fields click **Subjects Tab** to go to the next screen.

# Staff Subjects Screen



The screenshot displays the 'Staff Location & Program Information' page for 'Testing Staff2011'. The 'Subjects' tab is active, showing a table with columns for Location, Subject, and Action. The 'Add' button in the Action column is highlighted with a red box and an arrow pointing to it. The text 'Click Add each time you select a new subject.' is positioned to the right of the arrow.

Location	Subject	Action
C9999 - State Office	Reading	Add
C9999	Language	Delete
C9999	Math	Delete
C9999	Reading	Delete

To access this screen when entering new staff click **Subjects** tab from the Locations\Programs screen once it is completed. To access this screen for existing staff click the **Subjects** tab.

- Location This is the location code assigned to your program by KYAE.
- Subjects Use the drop-down arrow to choose the subject. Repeat this process for every subject that is needed. The following options are available:
- ESL – Listening
  - ESL – Writing
  - Language
  - Math
  - Reading

**NOTE: Enrollment is tied to subjects this Fiscal Year.**



# Student Search Screen

Student Search

SSN  Last Name  First Name

City  Zip Code  Phone

Location  Search  Clear  Attendance

Enter search criteria, and click on Search button. Following is the student viewing history (up to 5)

SSN	Last Name	First Name	ZipCode	City	Edit
090-73-0121	Tester	June	40602	Frankfort	<a href="#">Detailed Info</a>
C99-99-4324	Tester	My	40601	Frankfort	<a href="#">Detailed Info</a>
C98-92-8282	Test	Testing	40601	Frankfort	<a href="#">Detailed Info</a>
C99-40-4444	Powers	Tester	40601	Frankfort	<a href="#">Detailed Info</a>

User [Manage Your Account](#) [Manage Your Locations](#) [Contact Us](#)

Click **Attendance** to access the Student Attendance Search Screen

To access student screens from the main menu click **Student Module** or **Students** once inside AERIN.

To perform a student search complete any fields listed on the above screen, then click **Search**. By leaving the location code blank, the statewide database will be searched.

After completing a **Search** if the student is in the system, the student's name and basic information will be displayed at the bottom of the screen. If the student is not in AERin, you will receive a pop-up message displaying "SSN does not exist". You will have the option to click **Add** which will take you to a New Student screen.

Click **Detailed Info** to display the student's general information.

You can access the **Student Enrollment Attendance Search** screen by clicking on **Attendance**.

# Student Enrollment Attendance Search Screen

The screenshot shows the AERIN (Adult Education Reporting Information Network) interface. At the top, there is a navigation menu with links for Main Menu, Students, Staff, Administrator, and Logout. Below the menu is a search form titled "Student Enrollment/Attendance Search". The form includes input fields for SSN (with a hyphenated format), Last Name, and First Name. There are also dropdown menus for Location and Class, and a Staff dropdown. A "Search" button and a "Clear" button are present. Below the form, there is a table with the following headers: SSN, Last Name, First Name, Program Type, Att Hrs, and Edit. At the bottom of the page, there are links for User, Manage Your Account, Manage Your Locations, and Contact Us.

To perform a student search complete any fields listed on the above screen, then click **Search**.

After completing a **Search** if the student is in the system, the student's name and basic information will be displayed at the bottom of the screen.

This process is a quick way to enter daily attendance for students enrolled in adult education. When searching by a location code, a list of students will appear at the bottom of the screen. To enter student attendance hours, click **Detailed Info** next to the appropriate student. Once hours are entered for that student, you can return to this list and click **Detailed Info** to enter attendance hours for a different student.

# Student Attendance

Aerin: Student Attendance

SSN C99028292 Student Name Test,Testing

Date 7/22/2010 Time Site (optional) None

Attend Type Learning Center Total Time 20.00

Save

Attendance Date	Total	Source	Type	Site
Delete 2010-07-01	10.00	AErin/Manual Entry	Learning Center	
Delete 2010-07-12	10.00	AErin/Manual Entry	Learning Center	

Click on **Return** to go back to the student enrollment search screen.



Date

Click the date on the calendar for which you are recording attendance hours.

Time

Enter the number of hours in the time field.

Site

Use the drop-down arrow to choose the site.

Attend Type

Use the drop-down arrow to choose the type of attendance. The following options are available:

Learning Center  
Homework  
WIN  
ITTS

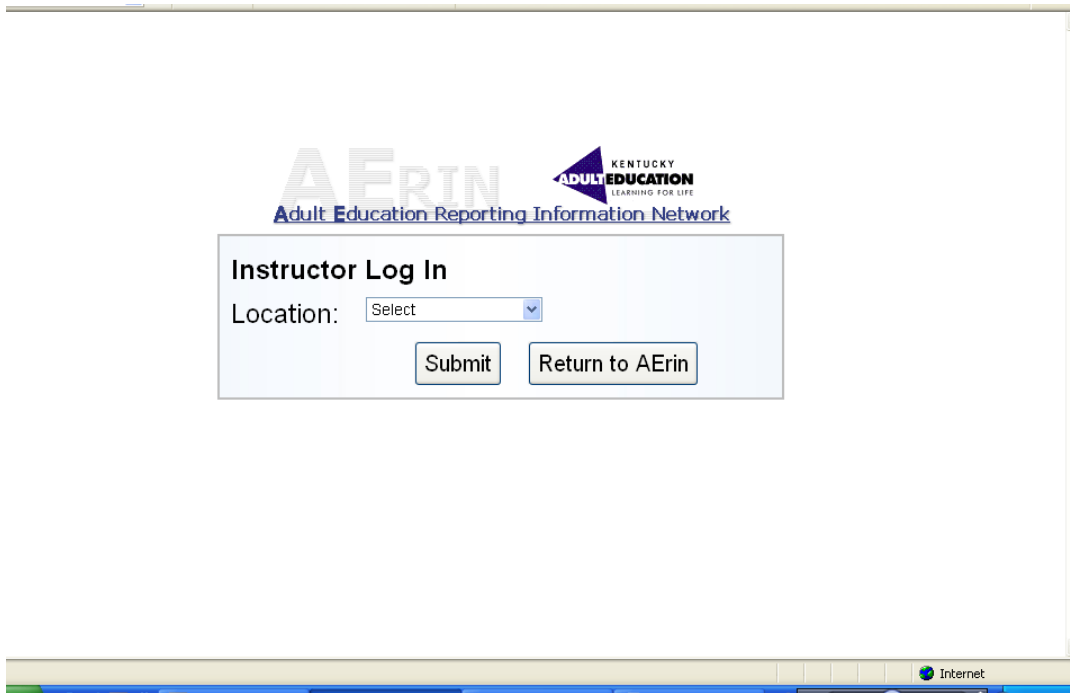
Save

Click **Save**. Once all attendance hours have been saved, click **Return** to revisit the student enrollment search.

NOTE: Source will display how the attendance hours were entered either by AERIN/Manual entry or attendance module.

# Attendance Tracker System

# Instructor Log in Attendance Tracker Screen



To access the attendance module screens from the main menu click **Attendance Module** or **Attendance** once inside AERIN.

This screen is used by staff to log into the attendance tracker system.

Location Use the drop-down arrow to choose your location.

Site Use the drop-down arrow to choose a site.

Submit Click on **Submit**.

Return to AERIN Click on **Return to AERIN** to return to the AERIN system.

# Student Log in Attendance Tracker Screen

The screenshot shows a web interface for logging in. At the top, there are two logos: 'AERIN Adult Education Reporting Information Network' and 'KENTUCKY ADULT EDUCATION LEARNING FOR LIFE'. Below the logos is a light blue box titled 'Student Log In'. Inside this box, there are two input fields: 'Last Name:' followed by a text box, and 'Last 4 Digits of SSN:' followed by a text box. Below these fields are three buttons: 'Sign In', 'Sign Out', and 'View Students'.

This screen will be used for students to log in and out or for staff to view students.

## Students Use Only

Last Name	Student will enter the last name.
Last 4 digits of SSN	Student will enter the last four digits of their Social Security Number.
Sign In	Student will click on <b>Sign In</b> to sign into the attendance tracker. You should get a message last name has successfully logged in.
Sign Out	Student will click on <b>Sign Out</b> to sign out of the attendance tracker. You should get a message last name has successfully logged out.

## Staff Use Only

View Students	Click <b>View Students</b> to see those currently signed in or out.
---------------	---

**NOTE: To exit out of attendance you must click View Students and make sure all students are logged out for the day.**

# Instructor Verification Screen



AERIN  
Adult Education Reporting Information Network

KENTUCKY  
ADULT EDUCATION  
LEARNING FOR LIFE

**Instructor Verification**

Username:

Password:

Username	Enter your username.
Password	Enter your password.
Submit	Click <b>Submit</b> to submit your information.
Return to Student Sign-In	Click <b>Return to Student Sign-In</b> to return to the student sign-in screen.



AERIN  
Adult Education Reporting Information Network

KENTUCKY  
ADULT EDUCATION  
LEARNING FOR LIFE

**Instructor Verification**

Location:

Location	Use the drop-down arrow to choose your location
Site	Use the drop-down arrow to choose your site.
Submit	Click <b>Submit</b> to submit your information.
Return to Student Sign-In	Click <b>Return to Student Sign-In</b> to return to the student sign-in screen.

# Student Tracker View Students Screen

View Signed In

Click **View Signed In** to see those students that are currently signed in.

View Range

Click **View Range** to see a list of students.

From            Enter the range start date.

To                Enter the range end date.

Select

Click **Select** beside a student to see their information. Once you click select their information will appear in the fields at the bottom of the screen. You now have the option to **Sign Out** or **View Attendance** for that student.

Sign-Out Time (optional)

Time will auto populate. You can adjust the sign-out time by using the drop-down arrows to choose the hours and minutes to sign the student out if needed.

AM

Click **am** to access am hours.

PM

Click **pm** to access pm hours.

Log Out

Click **Log Out** to log out of the attendance tracker. Students will have to be logged out.

Return to Student Log In

Click **Return to Student Log In** to return to the student log in screen.

Return to AERIN

Click **Return to AERIN** to return to the AERIN system.

To access this screen to view all of a student's hours in module select the student, click **View Attendance**.



**Attendance Record for SSN = \*\*\*-\*\*-0001 , NAME = Student1, Testing**

Attend Date	Time IN	Time OUT	Total_Time
7/14/2008	11:30:22	11:35:22	0
7/14/2008	11:35:29	11:35:29	0
7/14/2008	11:38:25	17:0:25	5.37
7/17/2008	8:54:48	9:30:48	0.60
7/17/2008	9:36:8	10:36:8	1.00

[Return to View Students](#)

Return to View Students

Click **Return to View Students** to return to the view student's screen.

# New Student Screen

After typing in a SSN, click on **Check** to verify if that student is already in the system.

Click on **New Student** to access this screen.

This screen first serves as the **New Student** screen and then becomes the **General Information** screen after clicking **Save**. It is used to enter general information about a student -- name, address, phone number, last grade completed, and years out of school. In addition, it is used to check the enrollment status of a student or to re-open a student's record (if the student is separated and then re-enrolled in a program).

When enrolling a new student, enter the social security number in the appropriate field and click **Check**. This searches AERIN to confirm if the student is already in the system. A pop-up message will indicate that the student is in the system. If this occurs, return to the **Student Search screen** to find the student. In the SSN field type in the SSN and click **Search**. The name should appear at the bottom of the screen. Click on **Detailed Info** to access the record. Located across the top row, above the screen tabs, you will see a status line containing SSN, name, status and entry date. If a student is currently enrolled, the status field will display enrolled; if a student has general information entered but the student has not been enrolled, the status field will show general; and if the student has been separated, the status will be separated. Their current status will determine the next steps. If the student is not in the system a message will appear at the top of the screen: Operation Status: Student SSN check is OK, you can continue. NOTE: There can be only one record per social security number; every social security number must be unique.

If the student is not in the system, enter information into the required fields and click **Save**. All required fields will have a red asterisk \* located next to them. The following tabs are now available for use with this student: **General Information, Additional Info, Test Results, Enrollment, Goals, Family Goals/Hrs** and **Separation**.

NOTE: If unable to get a student's social security number, generate a pseudo one using a location code and four additional digits. For example, the first pseudo SSN for location code C9999, would be C99-99-0001, the second pseudo SSN would be C99-99-0002, and so on.

# Student General Information Screen

Once you click **Save**, a message will appear letting you know if the transaction was complete or if there was an error.

The screenshot shows the 'Student General Information' screen. At the top, there are navigation links: Main Menu, Students, Staff, Administrator, and Logout. Below this is a header for 'Student General Information' with the student's SSN (C99-82-8282), Name (Test, Testing), Status (SEPARATED), and Entry Date (04/05/2007). The main form area is divided into tabs: General Info, Additional Info, Test Results, Enrollment, Goals, Family Goals/Hrs, and Separation. The 'General Info' tab is active, showing fields for SSN, Last Name, First Name, MI, Mon, Date, Year, Address, City, State, Zip Code, Phone 1, Email, Last Grade Completed, and Years Out of School. A 'Change Status' section contains a checked 'Open Student' checkbox. At the bottom, there is a 'Save' button and an 'Other Info' link. A note indicates that an asterisk (\*) means a required field.

Click in the box beside **Open Student** to activate a student that has been separated.

To access this screen for a new student click **New Student**. To access this screen for existing students click **Detailed Info** from the student search screen.

Located across the top row, above the screen tabs, you will see a status line containing SSN, name, status and entry date. If a student has been enrolled, the status field will display enrolled; if a student has general information entered but the student has not been enrolled, the status field will show general; and if a student has been separated, the status will be separated.

**Open Student** This field is used to re-open a student's record. **If a student has been separated from a program and then re-enrolls, click this box and click Save.** This changes the student's status to general and you will be able to re-enroll the student (create a new enrollment record).

Students may be enrolled in more than one program type. If you need to enroll someone who is enrolled in a different program type, you may proceed with the enrollment. If a student is already enrolled in the program type at another county program, you will receive an error message giving you the location code of the other county. Click on **Contact Us** at the bottom of the screen to search for the other location code in order to find the contact information for a staff person at that location. Contact the other program and ask if they are finished serving the student and request that they separate the student, so you may enroll them.

**NOTE: If a student returns to your location within the same fiscal year you should delete the separation. DO NOT re-enroll the student.**

If there are difficulties in re-enrolling a student, please notify Terry or Tammy (see page 3).

If the student is already in the system, please check to make sure all data is up-to-date, if not, make the necessary changes and save and continue to the additional information screen by clicking **Other Information** or **Additional Information**. If this is a new student, complete all required fields and click **Save** to go to the additional information screen.

- Student SSN                      Enter student's social security number.
- Last Name                        Enter student's last name.
- First Name                        Enter student's first name.

MI	Enter student's middle initial.
Date of Birth	Use the drop-down arrow to select the month, date and year.
Address, City State, Zip+4	Enter street address, city, state, zip code and 4-digit zip code extension for the student. The 4-digit zip code extension is optional.
Phone	Enter student's phone number (optional).
E-mail	Enter student's e-mail address (optional).
Last Grade Completed	Enter last grade the student completed.
Years out of School	Enter number of years the student has been out of school.

After completing the above required fields or making changes, click **Save** to save your information.

# Student Additional Information Screen

To access this screen when entering new students click **Save** from the new student **General Information** screen once it is completed. To access this screen for existing students click the **Additional Information** tab.

**Gender** Use the drop-down arrow to enter the student's gender.

**Employment Status** Use the drop-down arrow to enter the student's employment status. The following options are available:

- C Correctional Facility
- E Employed Full-/Part-Time
- N Not In Labor Force
- U Unemployed

**Living Area** Rural areas are places with less than 2,500 inhabitants and located outside urbanized areas. Use the drop-down arrow to enter where the student lives. The following options are available:

- Urban
- Rural

**Location** Use the drop-down arrow to select a location code. This field will contain the location code for the program that first entered the student's general information into the system. Once the record has been saved, the location field will be locked and cannot be changed.

**Is Client of Hispanic Origin** Check yes or no.

**Currently Receiving** Check all that apply. The following options are available:

- Unemployment Insurance
- Disability SSI
- Temp Assistance/Families TANF
- Pub Assistance/Non TANF

Other Client  
Information

Check all that apply. The following options are available:

Homeless  
U.S. Citizen  
Veteran  
Immigrant

Race

Check all that apply. The following options are available:

1 American Indian/Alaskan Native  
2 Black or African American  
3 Asian  
4 Hispanic or Latino  
5 White Not of Hispanic Origin  
6 Native Hawaiian or Pacific Islander

Comments

For program use only.

After completing the above required fields or making changes, click **Save**.

# Test Results Screen

Click Add New to save information.

Click on the **Test Results** tab to access this screen.

The **Test Results** screen allows you to enter enrollment, progress and other test scores.

**Scale scores are used for all assessments. See functional levels (Appendix B).**

Enter the program type (*since students can be enrolled in more than one program type*), test type (E=Enrollment, P=Progress and O=Other), test name, test date and applicable scores.

When enrolling in **Adult Education**, the functional entry level will be automatically calculated using scale scores.

**When an approved assessment has been entered for a student enrolled in an adult education program and the student is enrolled, the goal for that entry level will be populated on the Goals screen as a set goal. Once a progress test has been entered showing the student has completed a level, the date reached will be populated in the date reached field on the Goals screen.**

## **A student may have only one enrollment test per fiscal year.**

- If a student leaves and re-enters the program during the same fiscal year, use the original enrollment test and enrollment functional level to record level completions.
- If a student separates from one location and enrolls at a different location, use the original entry level to enroll the student in your program. If initial assessment shows the student functioning at a higher level than the original enrollment functional level, demonstrate that the student is either progressing within a level or has completed a level.
- It is very important to test in all areas if obtaining a GED is set as a student goal.

Program Type Use the drop-down arrow to enter the program type. The following program types are available: (See Appendix A for core services definitions.)

Adult Education or ESL  
 AE/ESL Carry-Over Achievements  
 Official Practice Test (OPT)/Paraeducator  
 Workforce Alliance

Test Type Use the drop-down arrow to enter the test type. The following options are available:

- E Enrollment Test
- O Other Test
- P Progressing Test

NOTE: Only Enrollment and Progress Test will appear in the top for current fiscal year enrollments. Other test will appear at the bottom of the screen under other test (current fiscal year). There is no longer the option of separation test.

Test Name Enter the test name code. Use the drop-down arrow to select the test name. Options will depend on what program type the student is being enrolled.

- 01 Other
- 14 GED Actual
- 15 GED Practice
- 16 NONE
- 32 ESL Other
- 34 Workplace Other
- 36 Manufacturing Skills Standard
- B0-9 TABE-A
- B1-9 TABE-D
- B2-9 TABE-E
- B3-9 TABE-M
- B4-9 TABE-L
- B5-10 TABE-A
- B6-10 TABE-D
- B7-10 TABE-E
- B8-10 TABE-M
- B9-10 TABE-L
- C1 WorkKeys
- C3 ESL CASAS
- C5 ESL Literacy BEST
- C6 ESL BEST Plus
- D0 CASAS Form 11 R/M A
- D1 CASAS Form 12 R/M A
- D2 CASAS Form 13 R/M B
- D3 CASAS Form 14 R/M B
- D4 CASAS Form 114 R/M B
- D5 CASAS Form 15 R/M C
- D6 CASAS Form 16 R/M C
- D7 CASAS Form 116 R/M C
- D8 CASAS Form 17 R/M D
- D9 CASAS Form 18 R/M D
- E0 CASAS Form 51 L A
- E1 CASAS Form 52 L A
- E2 CASAS Form 63 L B
- E3 CASAS Form 64 L B
- E4 CASAS Form 65 L C
- E5 CASAS Form 66 L C
- E6 CASAS Form 81 R A
- E7 CASAS Form 82 R A
- E8 CASAS Form 81 R X A
- E9 CASAS Form 82 R A X
- F0 CASAS Form 83 R B
- F1 CASAS Form 84 R B
- F2 CASAS Form 85 R C
- F3 CASAS Form 86 R C
- F4 CASAS Form 185 R C
- F5 CASAS Form 186 R C

F6	CASAS Form 187 R D
F7	CASAS Form 188 R D
F8	CASAS Form 27 R
F9	CASAS Form 28 R
G0	CASAS Form 31 R/M
G1	CASAS Form 32 R/M
G2	CASAS Form 32 R/M X
G3	CASAS Form 33 R/M
G4	CASAS Form 34 R/M
G5	CASAS Form 34 R/M X
G6	CASAS Form 35 R/M
G7	CASAS Form 36 R/M
G8	CASAS Form 37 R/M
G9	CASAS Form 38 R/M
H0	CASAS Form 51 L
H1	CASAS Form 52 L
H2	CASAS Form 53 L
H3	CASAS Form 54 L
H4	CASAS Form 55 L
H5	CASAS Form 56 L
I1	CASAS Form 81 LA
I2	CASAS Form 82 LA
I3	CASAS Form 83 LB
I4	CASAS Form 84 LB
I5	CASAS Form 85 LC
I6	CASAS Form 86 LC

Date	Enter date the test was administered. Dates are entered in MM/DD/YYYY format. <b>This field is mandatory.</b> If no test is administered, use code 16 for the test name and enter the date the student's functional level was assessed in the test date field.
Hrs Inst	Enter number of hours of instruction provided between the previous test and current test. This field is optional.
Write	Depending on the test selected this box will appear.
Social Studies	Depending on the test selected this box will appear.
Science	Depending on the test selected this box will appear.
Reading	Depending on the test selected this box will appear.
Math	Depending on the test selected this box will appear.
Listening	Depending on the test selected this box will appear.
Language	Depending on the test selected this box will appear.
Total	Automatically calculates the OPT average score based on the score entries for writing, social studies, science, reading and math.
GED Scores	Click on this button to see GED scores that have been downloaded into AERIN by our scoring system service.
Passed	Once a client has passed the GED, the date passed will appear on the Test Results page and the scores will be listed under the GED Scores button on the Test Results page.
Keep Scores Confidential	Check this box for students who do not want their test scores to appear on the Test Results screen. Scores will appear as 999.

Total Student Hours  
or total student hours  
after progress

Displays the student hours for post-testing. Hours will follow the student for 12 months or from the last progress test from the previous fiscal year.

Functional Level

The functional level is set by the enrollment test entered. The following is a list of levels:

- 01 Beginning ABE Literacy
- 02 Beginning ABE
- 03 Low Intermediate ABE
- 04 High Intermediate ABE
- 05 Low Adult Secondary Education
- 06 High Adult Secondary Education
- 07 Beginning Literacy ESL
- 08 Low Beginning ESL
- 09 High Beginning ESL
- 10 Low Intermediate ESL
- 11 High Intermediate ESL
- 12 Advanced ESL Literacy

Current Fiscal Year  
Enrollments

Enrollment and Progress Test for current fiscal year will appear here.

Other Test/Past  
Test History

Use the drop-down arrow to choose one of the following options. The following options are available:

- Other test current fiscal year
- History previous year

After completing the required fields click **Add New** to save your information. If making updates to existing records, click **Save**.

# Enrollment Screen

Click Add New to add/save your information.

Click on the **Enrollment** tab to access this screen.

**Location** KYAE assigned location code and location name displays.

**Satellite Site** This is not a required field. Drop-down list will only show active sites entered on the **Manage Your Location** screen.

**Program Type** Use the drop-down arrow to select the program type in which the student is to be enrolled. (See Appendix A for core services definitions.)

- Adult Education or ESL
- AE/ESL Carry-Over Achievements
- Official Practice Test (OPT)/Paraeducator
- Workforce Alliance

**Class Location** Use the drop-down arrow to enter the student's class location. The following options are available:

- 01 Local Education Agencies
- 02 Community College/Technical College
- 03 4-Year College
- 04 Learning Center
- 05 Correction Institution
- 06 Institutions for the Disabled
- 07 Work Site
- 08 Library
- 09 Community-Based Organization
- 10 Home or Homebound
- 11 Other
- 12 Public/Private Non-Profit

**Workplace Info (Adult Ed Students)**

Use the drop-down arrow to select one of the workplace indicators. The following options are available:

- Dislocated Worker
- Referred by One-Stop
- Referred by Employer
- KYAE Approved Workplace Pilots

Enrollment Date Use the drop-down arrow to select the month, date and year the student was enrolled.

Do you have a GED/High School Diploma Use the drop-down arrow to select. The following options are available:  
GED  
HS Diploma  
None

Company Enter the name of the company (required for program type 18 only)

Training Type Use the drop-down arrow to enter the students training type (required for program type 18 only). The following options are available:  
Assessment  
Reading  
Writing  
Math  
WESL  
Kentucky Employability Certificate Preparation  
Kentucky Manufacturing Skills Standards Preparation  
Communications  
Problem Solving  
Critical Thinking  
Team Building  
Computer Literacy  
Paraeducator Preparation

Subject Enrollment Use the drop-down arrow to choose the subject enrollment. The options available will be decided by the test subject you have the student enrolled with.

Staff Use the drop-down arrow to choose the appropriate staff person. NOTE: The only names that will appear in the drop-down menu are staff whose Locations/Programs contains the program type in which you are enrolling the student and have the subject you have selected on their subjects screen. If the staff person's name does not appear in the drop-down list, return to the staff module and check the Location/Programs tab for the current program type and the subject tab for the correct subject.

After completing the required fields click **Add New** to add/save your information.

View History Click **View History** to see past fiscal year enrollments.

**NOTE: Services, Class Enrollment and Attendance Options will be available once you have a student enrolled.**

## Class Enrollment

Once you click **Add New** on the enrollment screen you will have the option to select the Class Enrollment Button. To access this screen after you have left the enrollment screen you can come back to the enrollment screen and click **Edit** beside current fiscal year enrollment and click **Class Enrollment**.

**AERIN** KENTUCKY ADULT EDUCATION LEARNING FOR LIFE  
Adult Education Reporting Information Network

Main Menu Students Staff Administrator Logout ?

**Student Class Enrollment**

SSN: C99-82-8282 Name: Test, Testing Status: ENROLLED Entry Date: 04/05/2007

General Info Additional Info Test Results **Enrollment** Goals Family Goals/Hrs Separation

Select Classes

Aerin for new users , DATES: 7/1/2010 - 8/1/2010, CLASS TIME: 9:00 AM - 11:30 AM, DAYS: MWF

Corn Hole 101 , DATES: 7/1/2010 - 10/1/2010, CLASS TIME: 2:00 PM - 4:30 PM, DAYS: F

So You Think You Can Dance , DATES: 7/1/2010 - 8/1/2010, CLASS TIME: 2:00 PM - 4:00 PM, DAYS: F

Fishing Basics , DATES: 7/14/2010 - 8/14/2010, CLASS TIME: 9:00 AM - 11:00 PM, DAYS: M

Save

Class	Start Date	End Date	Start Time	End Time	Days
Aerin for new users	7/1/2010	8/1/2010	9:00 AM	11:30 AM	MWF <a href="#">Delete</a>

[Return to Enrollment Screen](#)

[Print Class Enrollment](#)

## Select Classes

Select the class or classes the student will be enrolled. The classes that will appear here are those that you entered on the **Location Classes Tab** under **Manage Your Locations** and have not ended yet.

## Save

Click **Save** to save the class you have selected.

## Print Class Enrollment

Click **Print Class Enrollment** to print a schedule for the student.

Once you have finished selecting and saving the class option click **Return to Enrollment Screen** to go back to the enrollment screen.

## Services

If enrolling a student in one of the adult education services: click on **Services** located under the current fiscal year enrollment to choose the type of service.

Click Add to add/save your information.

## Service

Use the drop-down arrow to select the type of service for student enrollment. The following options are available:

- Adult Education at the Workplace
- Family Literacy
- Corrections
- EL/Civics

## Start Date

Use the drop-down arrow to select the month, day and year the student started participating in the service.

## End Date

To enter the date the student stopped participating in the service, click **Services** on the Enrollment screen. Click **Edit** beside the current fiscal year service which will bring the information to the top of the **Services** screen. Use the drop-down arrows to select the month, date and year that the service ended. Click **Add** to save your information.

## Staff

Use the drop-down arrow to select the staff person to whom this student is assigned.

After completing the required fields click **Add** to save your information. Once you click **Add** you will be returned to the Enrollment screen.

## Return

If you access the AERIN Enrollment Services screen by mistake click **Return** to return to the Enrollment screen. If you make changes and decide before saving that you don't want to keep the changes, click **Return** and then click **Exit Without Saving**.

## Attendance

If enrolling a student in adult education: click on **Attendance** located under current fiscal year enrollment to enter daily attendance hours. This will populate total hours on the separation screen.

# Goals Screen

[Main Menu](#)   [Students](#)   [Staff](#)   [Administrator](#)   [Logout](#)   [?](#)

**Student Goal Setting**

SSN: C99-82-8282   Name: Test, Testing   Status: ENROLLED   Entry Date: 04/05/2007

[General Info](#)   [Additional Info](#)   [Test Results](#)   [Enrollment](#)   **Goals**   [Family Goals/Hrs](#)   [Separation](#)

Location-SiteID-ProgramType-EnrollDate   Mon.   Date   Year  
 Enrollment \* C9999-NA-Adult Education or ESL-07/01/2010   Set Date \* 7   1   2010  
 Goals \* 01 - Earn a GED   Date Reached

\* means required field.

Current Fiscal Year Goals

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Set Date	Date Reached	Edit Delete
C9999		01	07/01/2010	31	07/01/2010		<a href="#">Edit</a> <a href="#">Delete</a>
1							

Goal Setting History

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Set Date	Date Reached	
C9999		01	07/01/2008	31	07/01/2008	07/23/2008	
C9999		01	07/01/2008	32	07/23/2008	07/23/2008	
C9999		01	07/01/2008	33	07/23/2008	07/23/2008	
C9999		01	07/01/2008	34	07/23/2008	07/23/2008	
C9999		01	07/01/2008	35	07/23/2008		
1							

[User](#)   [Manage Your Account](#)   [Manage Your Locations](#)   [Contact Us](#)

Click on **Add New** to add/save your information.

Click on the **Goals** tab to access this screen.

**When an approved assessment has been entered for a student enrolled in an adult education program type, the goal for that entry level will be populated in the Goals screen as a set goal. Once a progress test has been entered showing the student has completed a level, the date reached will be populated in the date reached field on the Goals screen.**

The **Goals** screen is used to set or update a student's goals. To set goals, use the drop-down arrow to select the enrollment goal to be set and the date the goal is set in the set date field. Click **Add New** when finished.

After a goal has been reached and documentation has been placed in the student's folder, click **Edit** beside the goal in the current fiscal year goals box. This brings the goal to the top section. Use the drop-down arrow to select the date the goal was reached and click **Save**.

**Enrollment**      Use the drop-down arrow to select the enrollment for which you are setting goals. If a student is enrolled in more than one program type, you will have more than one enrollment option from which to choose.

**Goals**              Use the drop-down arrow to select the student's goal. The following options are available:

- 01      Earn a GED
- 04      Enter Postsecondary Education/Training
- 05      Enter Military
- 06      Gain Employment
- 07      Enter Other Training (non postsecondary)
- 10      Obtain Silver KEC
- 11      Obtain Gold KEC
- 12      Pass KY Paraeducator Assessment
- 13      Obtain KMSS Certificate
- 19      Register to Vote or Voted
- 24      Receive U.S. Citizenship
- 26      Be Removed from Public Assistance
- 27      Obtain Job Advancement
- 28      Retain Job
- 30      Complete Beginning ABE Literacy
- 31      Complete Beginning ABE

- 32 Complete Low Intermediate ABE
- 33 Complete High Intermediate ABE
- 34 Complete Low Adult Secondary Education
- 35 Complete High Adult Secondary Education
- 38 Master Workplace Essential Skills Instruction
- 40 Other
- 41 Complete Beginning Literacy ESL
- 42 Complete Low Beginning ESL
- 43 Complete High Beginning ESL
- 44 Complete Low Intermediate ESL
- 45 Complete High Intermediate ESL
- 46 Complete Advanced ESL Literacy
- 82 State Corrections WIN
- 85 ITTS
- 97 WIN KYVAE\*

Set Date Use the drop-down arrow to select the month, day and year the goal is set for this student.

Date Reached Use the drop-down arrow to select the month, day and year the goal is reached for this student.

\*NOTE: In order for a student to enroll in WIN you must first enroll them in AERIN, enter a valid e-mail address and set the appropriate goal. Once they are enrolled, the e-mail address has been entered and the goal has been set, the student will receive an e-mail with their User ID and Password to access the product.

After completing the required fields click **Add New** to save your information. If making updates to existing records, click **Save** when finished.

# Family Goals/Hours Screen

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**Student Family Literacy Goals**

SSN: C99-82-8282   Name: Test, Testing   Status: ENROLLED   Entry Date: 04/05/2007

[General Info](#)   [Additional Info](#)   [Test Results](#)   [Enrollment](#)   [Goals](#)   **[Family Goals](#)**   [Separation](#)

Location-SiteID-ProgramType-EnrollDate  
 Enrollment \* C9999-NA-01-07/01/2010  
 Goals  
 Date Reached  
 Mon. Date Year

Add New   \* means required field.

Parenting Hrs 0   PACT Hrs 0   Unf. PACT Hrs 0

Current Fiscal Year Goals

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Date Reached	Edit Delete
1						

Goal Setting History

Location ID	Site ID	Prog. Type	Enroll Date	Goals	Date Reached
1					

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Click on the **Family Goals/Hrs** tab to access this screen.

The **Family Goals/Hrs** screen is used to record Parenting, PACT and Unfacilitated PACT hours. **These hours should be recorded on a monthly basis.**


**Enrollment**      Use the drop-down arrow to select the enrollment for which you are entering Parenting, PACT and Unfacilitated PACT hours for.

**Parent Hours**      Click **Parenting Hours** to access the screen to enter your monthly hours.

**PACT Hours**      Click **PACT Hours** to access the screen to enter monthly hours. In facilitated PACT, family literacy staff assists parents and their children participating together in literacy related activities.

**Unfacilitated PACT Hours**      Click **Unfacilitated PACT Hours** to access the screen to enter monthly hours. In unfacilitated PACT, parents and children participate together in literacy activities without direct assistance (independently) of family literacy staff.

# Parenting Hours

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**Student Family Literacy Hours**

SSN: C99-82-8282   Name: Test, Testing   Status: ENROLLED   Entry Date: 04/05/2007

**Parenting Hours**


July	<input type="text" value="2"/>	January	<input type="text" value="0"/>
August	<input type="text" value="0"/>	February	<input type="text" value="0"/>
September	<input type="text" value="0"/>	March	<input type="text" value="0"/>
October	<input type="text" value="0"/>	April	<input type="text" value="0"/>
November	<input type="text" value="0"/>	May	<input type="text" value="0"/>
December	<input type="text" value="0"/>	June	<input type="text" value="0"/>

Parent Hours

Enter total number of hours in the **field** beside the appropriate month. When finished click **Submit** to save.

# PACT Hours

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[General Info](#)   [Additional Info](#)   [Test Results](#)   [Enrollment](#)   [Goals](#)   **[Family Goals](#)**   [Separation](#)

**Student Family Literacy Hours**

SSN: C99-82-8282   Name: Test, Testing   Status: ENROLLED   Entry Date: 04/05/2007

**PACT Hours**

July	<input type="text" value="2"/>	January	<input type="text" value="0"/>
August	<input type="text" value="0"/>	February	<input type="text" value="0"/>
September	<input type="text" value="0"/>	March	<input type="text" value="0"/>
October	<input type="text" value="0"/>	April	<input type="text" value="0"/>
November	<input type="text" value="0"/>	May	<input type="text" value="0"/>
December	<input type="text" value="0"/>	June	<input type="text" value="0"/>

PACT Hours

Enter total number of hours in the **field** beside the appropriate month. When finished click **Submit** to save.

# Unfacilitated PACT Hours

Unfacilitated PACT Hours

July	<input type="text" value="2"/>	January	<input type="text" value="0"/>
August	<input type="text" value="0"/>	February	<input type="text" value="0"/>
September	<input type="text" value="0"/>	March	<input type="text" value="0"/>
October	<input type="text" value="0"/>	April	<input type="text" value="0"/>
November	<input type="text" value="0"/>	May	<input type="text" value="0"/>
December	<input type="text" value="0"/>	June	<input type="text" value="0"/>

Unfacilitated PACT Hours      Enter total number of hours in the field beside the appropriate month.  
When finished click **Submit** to save.

All parenting hours should be entered on a monthly basis.

# Separation Screen

Click **Separate** to separate your student.

Click on the **Separation** tab to access this screen.

**NOTE: The separation cannot be completed until attendance hours are entered. Hours will either be entered on the attendance screen, through the attendance tracker or here on the Separation screen depending on the program type you have enrolled the student in.**

**Enrollment** Use the drop-down arrow to choose the correct enrollment you are separating.

**Separation Data** Use the drop-down arrow to enter the overall progress the student achieved at separation. The following options are available:

- 01 Completed Level Enrolled or Reached Goal and Left
- 02 Progressing in Enrollment Level
- 03 Progressed Beyond Enrollment Level
- 04 Separated Before Completing Level or Reaching Goal

**Functional Exit Level** Use the drop-down arrow to enter the student's functional exit level. The following options are available:

- 01 Beginning ABE Literacy
- 02 Beginning ABE
- 03 Low Intermediate ABE
- 04 High Intermediate ABE
- 05 Low Adult Secondary Education
- 06 High Adult Secondary Education
- 07 Beginning Literacy ESL
- 08 Low Beginning ESL
- 09 High Beginning ESL
- 10 Low Intermediate ESL
- 11 High Intermediate ESL
- 12 Advanced ESL Literacy

**Exit Date** Use the drop-down arrow to enter separation date.

Program Exit Reason

Use the drop-down arrow to enter main reason the student exited the program. The following options are available:

- 01 Lack of Interest
- 02 Entered Employment
- 03 Child Care
- 04 Illness/Incapacity
- 05 Family Problems
- 06 Transportation Problems
- 07 Location of Class
- 08 Changed Address/Moved
- 09 Time of Class/Program
- 10 Other Known Reason
- 11 Cannot Locate or Contact
- 12 Completed Objective
- 13 End of Fiscal Year

Attendance Hours

Attendance hours for students enrolled in adult education programs will automatically be populated from the enrollment screen. For other program types, the total number of student attendance hours must be entered.

**Note:** If separating a student out of an adult education program type and no attendance hours were entered, an error message will appear stating to go back to the enrollment screen and enter those hours. If separating a student out of other programs and no hours were entered, a message will display promoting you to enter those hours.

After completing the required fields, click **Separate**. If making updates to existing records, click **Save**.

# Reports Screen



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Report Type:

Report Name:

Year	<input type="text" value="2010"/>	View Site	<input type="text" value="No"/>	<input type="button" value="View Report"/>
Show State Report	<input type="text" value="No"/>	Region	<input type="text"/>	
County:	<input type="text"/>	Attendance Hrs	<input type="text" value="&lt;Select a Value&gt;"/>	
Site	<input type="text"/>			

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Click **Reporting Module** to access reports from the main menu or **Reports** once inside AERIN.

**Report Type**                    Use the drop-down arrow to choose the report type.

**Report Name**                    Use the drop-down arrow to choose the report name. The available options will depend on the report type you selected.

Use the drop-down arrows to choose the criteria you need and then click on **View Report**.

# APPENDIX

A – Core Services

B – Functional Levels (KYAE Policy and Procedure Manual)

C – Goals

KYAE core services are defined as adult literacy services, adult basic education, GED preparation/adult secondary education, English as a second language instruction, family literacy, corrections education and workplace education. For full details, please see the KYAE Policy and Procedure Manual.

**Adult Literacy** – A program of instruction designed for adults who have minimal or no skills in reading, writing, speaking, problem solving or computation.

**Adult Basic Education** – A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving or computation at a level necessary to function in society, in the workforce or in the family.

**GED Preparation/Adult Secondary Education** – A program of instruction designed for adults who have some literacy skills and can function in everyday life but who are not proficient in reading, writing, speaking, problem solving or computation or do not have a high school credential. Students with a high school credential may be served in core services if they score 11.9 or below on the TABE.

**English as a Second Language** – A program of instruction designed to help adults with limited English proficiency achieve competence in the English language.

**Family Literacy** – A program designed to break the intergenerational cycle of undereducation by providing opportunities for parents and their children to learn simultaneously in adult education, PACT, parenting and children's education. Family literacy programs must be based on a four-component model – adult education, PACT, parenting and children's education. Family literacy students are expected to participate an average of four PACT hours (two facilitated and two unfacilitated) and two parenting hours per month while enrolled in family literacy.

**Corrections Education** – A program of instruction in adult literacy, adult basic education, GED preparation/adult secondary education, and/or English as a second language for adult criminal offenders in correctional institutions.

**Workplace Education** – A program designed to improve the productivity of the workforce through improvement of literacy and workplace essential skills needed in the workplace. KYAE has developed three models for workplace education funded through the core services grant – Adult Education at the Workplace, Short-term Workplace Learning and Workplace Project Learning.

For Functional Levels and Assessment see [Kentucky Adult Education Policy and Procedure Manual](#).

## Adult Education

- 01 Earn a GED
- 04 Enter Postsecondary Education/Training
- 05 Enter Military
- 06 Gain Employment
- 07 Enter Other Training Program (non post-secondary)
- 10 Obtain Silver Kentucky Employability Certificate
- 11 Obtain Gold Kentucky Employability Certificate
- 12 Pass Kentucky Paraeducator Assessment
- 13 Obtain KMSS Certificate
- 19 Register to Vote or Voted
- 24 Receive U.S. Citizenship
- 26 Be Removed from Public Assistance
- 27 Obtain Job Advancement
- 28 Retain Job
- 30 Complete Beginning ABE Literacy
- 31 Complete Beginning ABE
- 32 Complete Low Intermediate ABE
- 33 Complete High Intermediate ABE
- 34 Complete Low Adult Secondary Education
- 35 Complete High Adult Secondary Education
- 38 Master Workplace Essential Skills Instruction
- 40 Other
- 41 Complete Beginning Literacy ESL
- 42 Complete Low Beginning ESL
- 43 Complete High Beginning ESL
- 44 Complete Low Intermediate ESL
- 45 Complete High Intermediate ESL
- 46 Complete Advanced ESL Literacy
- 82 State Corrections WIN
- 85 ITTS
- 97 Access WIN Software through KYVAE