



<https://aerin.ky.gov>

Introduction to the Adult Education Reporting Information Network System

Fiscal Year 2011-2012

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

The image shows a login form with a blue border. At the top left of the form is a blue box with the word 'Login' in white. Below this are two input fields: the first is labeled 'LoginID' and the second is labeled 'Password'. At the bottom center of the form is a blue button with the word 'Login' in white.

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 website <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 log in 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 or tammy.powers@ky.gov**

Main Menu



Messages

Aerin is now ready for FY2012. Make sure and make all staff active and update info before getting started with clients.

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

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

NOTE: To return to this screen, click on **Main Menu** at the top.

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 Address	If your e-mail address reads need@mail , 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**.

View Classes Screen

The screenshot shows the 'View Classes' interface. At the top, there is a navigation bar with links for 'Main Menu', 'Students', 'Staff', 'Administrator', and 'Logout'. Below this is a search and filter section with three dropdown menus: 'Location' (with 'Select Location' as the current selection), 'Site', and 'Subject' (with 'Select Subject' as the current selection). To the left of the 'Section' input field is a checkbox labeled 'View All Dates'. To the right of the 'Section' input field are two buttons: 'Return' and 'View Classes'. At the bottom of the page, there is a footer with links for 'User', 'Manage Your Account', 'Manage Your Locations', 'View Classes', and 'Contact Us'.

Click **View Classes** to view your classes.

Location A program code assigned by KYAE.

Site Use the drop-down arrow to choose a site if you want to view classes by site.

Subject Use the drop-down arrow to choose a subject if you want to view classes by subject.

View All Dates Select **View all Dates** to see all classes including those that are no longer active.

Section Type in a section to see your classes by section.

Return Click **Return** to return to the student search screen.

View Classes Click **View Classes** once you are ready to view your classes.

Manage Your Locations Screen

Fiscal Year	LocationID	Location Name	Location Type Code	Active	Detail
2006	C9999	State Office		Y	Edit Details
2005	C9999	State Office		Y	Edit Details
2007	C9999	State Office		Y	Edit Details
2008	C9999	State Office		Y	Edit Details
2009	C9999	State Office		Y	Edit Details
2010	C9999	State Office		Y	Edit Details
2011	C9999	State Office		Y	Edit Details
2012	C9999	State Office		Y	Edit Details

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, Active and Detail. Click **Edit Details** for the current **Fiscal Year** to access the location information screen.

NOTE: To enroll students for FY 2012, Manage Your Locations must be entered/updated. You must have an active Main Contact listed on the Location Roles tab before you can enroll students for FY 2012. The Main Contact will be listed for your county on the KYAE website 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: 038 FULTON
 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: https://aerinky.gov
 Status Comments: Testing prod for FY 2012

Save

Click **Save** to save your changes.

User | Manage Your Account | Manage Your Locations | View Classes | Contact Us

To enroll students, location information for the main adult education center must be completed. Updates should be made as needed throughout the fiscal year.

NOTE: The information on this screen, along with the Main Contact on the Location Roles screen, will appear on the KYAE website 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 it for the county contacts on the KYAE website. |

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

Satellite Site Screen

Location: C9999State Office

SiteId	Site Name	Description	Active	Location	Action
99	Here & Now		Y	C9999	Edit
TP	Test Wednesday	Testing AErin Tammy	Y	C9999	Edit
MP	Test Wednesday	Homework Help	Y	C9999	Edit
JP	Disney Land	Testing	Y	C9999	Edit
01	Library	GED	Y	C9999	Edit
02	Quebecor		n	C9999	Edit
04	Firehouse	nightclass	n	C9999	Edit
05	corrections		Y	C9999	Edit
06	High School		n	C9999	Edit
10	Corrections		y	C9999	Edit
25	Wilmore		n	C9999	Edit
27	learning center	adult learning center-main	y	C9999	Edit
ms	Bath Middle School	Family Literacy	n	C9999	Edit
SL	Salt Lick	Family Literacy	y	C9999	Edit
GS	1024 Building	Room 115	n	C9999	Edit
ll	here	what ever	C9999	n	Edit
a1	Here	Now	C9999	n	Edit
NC	Night Class		C9999	n	Edit

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, then 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

Product

Contact

Staff Name	Product	Edit/Delete
Test Wednesday	AERin Contact	Edit Delete
Fancy Pants	Main Contact	Edit Delete
Testing Staff 2012	Corrections Contact	Edit Delete

Save

Click **Save** to save your changes.

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: To enroll students, you must have a Main Contact selected. The Main Contact will appear on the KYAE website 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: Class Name:

Section:

Subjects:

Math Start Date:

Reading End Date:

Language Start Time:

ESL - Listening End Time:

ESL - Writing # of Seats:

Meets On (days):

Mon

Tue

Wed

Thur

Fri

Sat

Staff:

Select Staff

2012_Testingstaff

Prod 15th_Testing

ADD

Select Class File to Upload

Location	Site	Class	Section	From - To (Date)	Meeting Time	Days	Staff	# Seats	# Enrolled	Action	Delete
C9999	99	Math 200		7/1/2011 to 9/15/2011	10:00 AM - 11:30 AM	TR	Fancy Pants	25	1	Roster Edit	Delete
C9999	TP	How to Use AErin 101		7/1/2011 to 7/29/2011	08:00 AM - 10:30 AM	TR	Boom Boom	25	4	Roster Edit	Delete
C9999	JP	Learning made fun		7/1/2011 to 8/1/2011	09:00 AM - 10:00 AM	S	Fancy Pants Kam Hunt	25	2	Roster Edit	Delete

Click **Add** to add the appropriate staff to your class.

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.

Section Enter the name of the section.

Subject Click in the box for each appropriate subject.

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.

NOTE: Start and end times need to include am or pm.

of Seats Enter the number of seats of the class.

Meets On (days) Click in the box for each appropriate day of the class.

Staff Select the appropriate staff for the class and click **Add**.

Select Class File to Upload If you want to upload a file, contact central office.

Roster Click **Roster** to see students who are in 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

SSN: [200-]02-0002 Address: Capital Center Drive
Birth Date: Month: 1 Day: 1 Year: 1948 City: Frankfort
First Name: [] State: KY Zip: 40601- Phone: (502) 573-5114
Last Name: [] Mid: [] Gender: Female
E-Mail: [] Status: Active
Race: 5-WHITE, NOT OF HISPANIC ORIGIN
Job Activation Date: 7/1/2011

[Add Additional Information >](#)

Click **Add Additional Information** to add/save your information and move to the next 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 and Locations/Programs information.**

NOTE: All staff still employed in fiscal year 2012 must be made active. Click the drop-down arrow under status and choose active. You must complete all tabs for staff to be active.

- Enter all 2011-2012 personnel in AERIN using KYAE job titles.
- Report personnel changes to KYAE by updating the online finance module, AERIN and e-mailing revisions to Tammy M. Powers within 10 days of changes.
- All staff must be entered in AERIN since this information is used to determine professional development requirements and report personnel expense.
- 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 the person's 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. The status of active or inactive will determine if the person's name appears 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 the user id/password must 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"> 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
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 staff are entered in the system, use the drop-down arrow to choose the status for the staff person. The following options are available: <ul style="list-style-type: none"> Active Inactive

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

The screenshot shows the 'Staff Additional Information' screen. At the top, there are navigation links: Main Menu, Students, Staff, Administrator, and Logout. Below this is the 'Staff Adult Education Information' header with SSN: 200-02-0002 and Name: Testing Tuesday 2012. The main form has tabs for General Information, Additional Information (selected), Locations/Programs, and Job History. The form contains several sections: AE Status (FULL-TIME), Edu.Level (BACHELOR DEGREE), Major (Applied Mathematics), Hrs./Week (40), Yrs in ADE (1), Salary Range (Hourly: \$16-\$20), Teaching Certificates (Kentucky checked, Date: 7/1/2010), Total Years Teaching (1), Certification Subject, and Primary Teaching Assignment (All Subjects). A red box highlights the 'Save' button at the bottom right of the form.

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. This section must be completed for all staff before enrolling students.**

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

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

Edu. 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 the 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 Teaching Assignment

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

Admin (Non-Teaching)
All subjects
All math
ABE (0-8.9) math
ASE (9.0+) math
All reading
ABE (0-8.9) reading
ASE (9.0+) reading
All language
ABE (0-8.9) Language
ASE (9.0+) Language
ESL

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** once you select the job description.

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.

To enroll students, this screen MUST be completed for all staff.

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

- Location This is the location code assigned to your program by KYAE.
- Hrs Per Year Refer to the KYAE Policy and Procedures manual.
- Job Description Use the drop-down arrow to choose the description that applies. The following titles are available:
 - Program Director
 - Assistant Program Director
 - Instructor
 - Academic Assistant
 - Administrative Assistant
- Location This is the location code assigned to your program by KYAE.
- Job Displays the staff members job.
- PD Status Displays the staff members PD status.
- Date Left Displays the date the staff member left.
- Reason Displays the reason the staff member left.
- 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.
- Hrs. Per Yr Displays the hours per year.
- View History Click **View History Button** to see the history. Once finished, click **View Current Button** to return to the current year.

After completing the necessary fields for all active staff, you should be ready to enroll students.

Student Search Screen

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

SSN	Last Name	First Name	ZipCode	City	Edit
000-00-1111	Pop	J	42431	madisonville	Detailed Info
C88-88-9212	August	First Train	40601	Frankfort	Detailed Info
C99-13-2012	Another	Testing	40601	Frankfort	Detailed Info
C99-00-4004	Jack	Happy	40601	Frankfort	Detailed Info
C99-00-1001	Prod 15th	Testing	40601	Frankfort	Detailed Info

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](#). A help icon is also present. Below the navigation is a blue header bar with the text "Student Enrollment/Attendance Search". The main form area contains several input fields: "SSN" with a masked input box (□-□-□), "Last Name" and "First Name" text boxes, "Location" and "Class" dropdown menus, "Site" dropdown menu, and "Label" text box. There are "Search" and "Clear" buttons. At the bottom of the page, there are links for [User](#), [Manage Your Account](#), [Manage Your Locations](#), [View Classes](#), 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 C99828282 Student Name Testing Test
 Date Time Site (optional) Class
 7/5/2011 1 Select Site Select Class

Sun Mon Tue Wed Thu Fri Sat
 26 27 28 29 30 1 2
 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31 1 2 3 4 5 6

Attend Type Total Time
 Homework 11.00
 Save

Attendance Date	Total	Source	Type	Site	Class
Delete 2011-07-05	1.00	AErin/Manual Entry	Homework		
Delete 2011-07-04	3.00	AErin/Manual Entry	Learning Center		
Delete 2011-07-01	5.00	AErin/Manual Entry	Learning Center		
Delete 2011-07-01	2.00	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 (optional)

Use the drop-down arrow to choose the site.

Class

Use the drop-down arrow to choose the class.

Attend Type

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

- Learning Center
- Homework
- WIN
- ITTS

Total Time

Displays the total amount of attendance hours entered for the current fiscal year.

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

The screenshot shows a web browser window displaying the AERIN (Adult Education Reporting Information Network) interface. At the top, there are two logos: 'AERIN' and 'KENTUCKY ADULT EDUCATION LEARNING FOR LIFE'. Below the logos, the text 'Adult Education Reporting Information Network' is visible. The main content area is a light blue box titled 'Instructor Log In'. Inside this box, there is a 'Location:' label followed by a dropdown menu currently showing 'Select'. Below the dropdown are two buttons: 'Submit' and 'Return to AERIN'. The browser's address bar at the bottom shows 'Internet'.

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 smaller 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

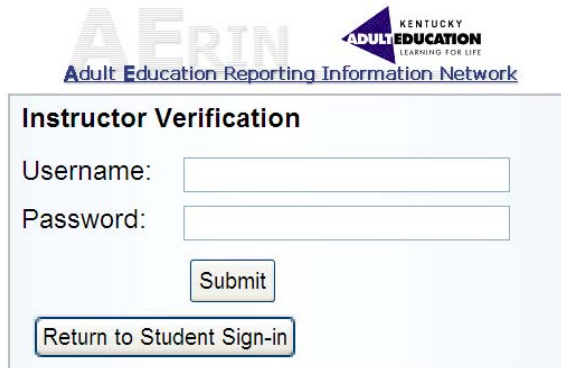
Last Name	Student will enter the last name.
Last 4 digits of SSN	Student will enter the last four digits of their Social Security number.
Sign In	Student will click on Sign In to sign into the attendance tracker. The student will get a message, "last name has successfully logged in".
Sign Out	Student will click on Sign Out to sign out of the attendance tracker. The student will get a message, "last name has successfully logged out".

Staff Use Only

View Students	Click View Students 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 Submit to submit your information.
Return to Student Sign-In	Click Return to Student Sign-In 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 Submit to submit your information.
Return to Student Sign-In	Click Return to Student Sign-In 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 the information. Once you click select, the 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.

The screenshot shows the 'Add New Student' form in the AERIN system. The form is titled 'Add New Student' and has a blue header. Below the header, there are navigation tabs: 'Main Menu', 'Students', 'Staff', 'Administrator', and 'Logout'. The form itself has a white background and a blue border. It contains several input fields and buttons. The 'SSN' field is highlighted with a red circle, and a 'Check' button is located next to it. Other fields include 'Last Name', 'First Name', 'MI', 'DOB', 'Address', 'City', 'State', 'Zip Code', 'Phone 1', 'Email', 'Last Grade Completed', and 'Years Out of School'. There are 'Save' and 'Cancel' buttons at the bottom of the form. A legend indicates that a red asterisk (*) means a required field.

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. The student's 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 following details: SSN: C99-82-8282, Name: Test, Testing, Status: SEPARATED, Entry Date: 04/05/2007. The main form has several tabs: General Info, Additional Info, Test Results, Enrollment, Goals, Family Goals/Hrs, and Separation. The 'General Info' tab is active. Fields include SSN (C99-82-8282), Last Name (Test), First Name (Testing), MI, Mon. (1), Date (1), Year (1947), Address (1024 Capital Ctr Drive), City (Frankfort), State (Kentucky), Zip Code (40601), Phone 1 (502-573-5114), Email, Last Grade Completed (10), and Years Out of School (50). A 'Change Status' button is circled, and an arrow points to it from the right. Another arrow points from the left to the 'Save' button at the bottom.

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

To access new student screen, 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 able to re-enroll the student (create a new enrollment record).

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

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 him/her.

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, check to make sure all data is up to date. If not, make the necessary changes and save. Then 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.

DOB	Use the drop-down arrow to select the month, date and year of birth.
Address, City State, Zip+4	Enter street address, city, state and zip code plus 4-digit zip code extension for the student. The 4-digit zip code extension is optional.
Phone 1	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

The screenshot shows the 'Student Additional Information' screen. At the top, there are navigation links: Main Menu, Students, Staff, Administrator, and Logout. Below that, the user's SSN (C99-82-8282), Name (Test, Testing), Status (GENERAL), and Entry Date (04/05/2007) are displayed. A warning message states: 'You must enter all required information before proceeding to test and enrollment screens!'. The form is divided into tabs: General Info, Additional Info (selected), Test Results, Enrollment, Goals, Family Goals/Wrs, and Separation. The 'Additional Info' tab contains several sections:

- Gender:** MALE (selected in a dropdown)
- Employment Status:** U-UNEMPLOYED (selected in a dropdown)
- Living Area:** Rural (selected in a dropdown)
- Location:** C9999-State Office (selected in a dropdown)
- Is Client of Hispanic Origin?:** No (selected with a radio button)
- Currently Receiving:** Unemployment Insurance, Disability SSI, Temp Asst/Families TANF, Pub Asst/Non TANF (all unchecked)
- Other Client Information:** Homeless, U.S. Citizen (checked), Veteran, Immigrant (all unchecked)
- Race (may select more than one):** 1-AMERICAN INDIAN/ALASKAN NATIVE, 2-BLACK, OR AFRICAN AMERICAN, 3-ASIAN, 4-HISPANIC OR LATINO, 5-WHITE, NOT OF HISPANIC ORIGIN (checked), 6-NATIVE HAWAIIAN OR PACIFIC ISLANDER (all unchecked)

 At the bottom, there is a 'Comments' field, a 'Last Updated by: test1 on 07/19/2011' timestamp, and buttons for 'Save' and 'Return to General Info'. A note indicates that an asterisk (*) means a required field. At the very bottom of the page, there are links for 'User', 'Manage Your Account', 'Manage Your Locations', 'View Classes', and 'Contact Us'.

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 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

Test Date	Enter date the test was administered. Dates are entered in MM/DD/YYYY format. This field is mandatory. 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 Instr	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.
Soc Studies	Depending on the test selected this box will appear.
Sci	Depending on the test selected this box will appear.
Read	Depending on the test selected this box will appear.
Math	Depending on the test selected this box will appear.
Listen	Depending on the test selected this box will appear.
Lang	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 student 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 Client Hrs
or hours after current
progress test

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
Test Results

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

Other Test (Current FY)
Test Result History

Use the drop-down arrow to choose one of the following options:

- Other tests (current fiscal year)
- History (previous fiscal year)

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

Enrollment Screen

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

Enrollment is inserted!

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

Location * C9999-State Office Mon. Date Year
 Satellite Site Enrollment Date * 7 1 2011
 Program Type * 01-Adult Education or ESL Last Updated:test1 , 07/19/2011
 Class Location * 04-LEARNING CENTER Do you have a GED/High School Diploma: None *
 Workplace Info: SELECT * Company is required for program type 18
 Training Type

Class Enrollment		Current Fiscal Year Enrollment							
Location ID	Site ID	Program Type	Service	Enroll Date	Classes	Services	Attendance	Edit	Delete
C9999		Adult Education or ESL		07/01/2011	Classes	Services	Attendance	Edit	Delete
1									

Cancel View History Save

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 Correctional 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
National Career Readiness Certificate Preparation
Kentucky Manufacturing Skills Standards Preparation
Communications
Problem Solving
Critical Thinking
Team Building
Computer Literacy
Paraeducator Preparation

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: Classes, 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 or click **Classes** (either selection will take you to the Class Enrollment screen). 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 to choose the Class Enrollment option or just choose **Classes**.

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

Math 200 , DATES: 7/1/2011 - 9/15/2011, CLASS TIME: 10:00 AM - 11:30 AM, DAYS: TR

How to Use AErin 101 , DATES: 7/1/2011 - 7/29/2011, CLASS TIME: 8:00 AM - 10:30 AM, DAYS: TR

Learning made fun , DATES: 7/1/2011 - 8/1/2011, CLASS TIME: 9:00 AM - 10:00 AM, DAYS: S

Save

Class|Start Date|End Date|Start Time|End Time|Days

Return to Enrollment Screen

Print Class Enrollment

Select Classes

Select the class or classes that the student will be enrolled in. 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 Classes 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
- Skill Up

Start Date

Use the drop-down arrow to select the month, day and year the student started participating in the service. (Note: You can't enter the start and end date at the same time.)

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.

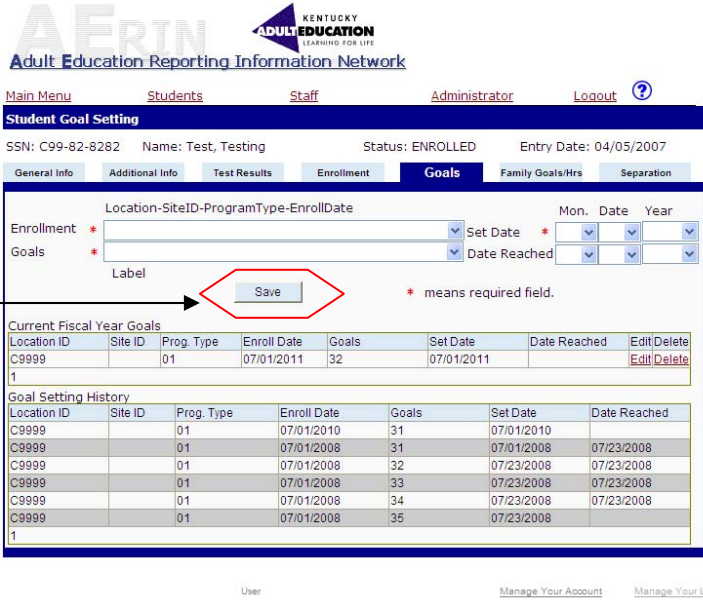
Return

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



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)
- 09 Obtain Platinum NCRC
- 10 Obtain Silver NCRC
- 11 Obtain Gold NCRC
- 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: For a student to enroll in WIN, you must first enroll him/her in AERIN, enter a valid e-mail address and set the appropriate goal. Once the student is enrolled, the e-mail address has been entered and the goal has been set, the student will receive an e-mail with a 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

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

Enrollment: C9999-14A-01-07/01/2011 Date Reached: Mon, Date, Year

Add New * means required field.

Parenting Hrs: 0 PACT Hrs: 0 Unf PACT Hrs: 0

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

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

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.
- Parenting Hrs Click **Parenting Hrs** to access the screen to enter your monthly hours.
- PACT Hrs Click **PACT Hrs** 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.
- Unf PACT Hrs Click **Unf PACT Hrs** 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

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"/>

Parenting Hrs

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

PACT Hours

PACT Hours

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

PACT Hrs

Enter total number of PACT 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"/>

Unf PACT Hrs

Enter total number of unfacilitated PACT 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.

Enrollment * C9999-NA-Adult Education or ESL-07/01/2011 Exit Date * 7 20 2011

Separation Data * 04-SEPARATED BEFORE COMPLETING LEV Exit Reason * 08-CHANGED ADDRESS/MOVED

Functional Level * 03-Low Intermediate ABE Attend. Hours * 5.00

Current Fiscal Year Separation

Location ID	Site ID	Prog. Type	Exit Date	Exit Reason	SEPA. Data	Exit Level	Edit/Delete
1							

Separation History

Location ID	Prog. Type	Exit Date	Exit Reason	SEPA. Data	Exit Level	Site ID
C9999	01	06/30/2011	13	04	13	
C9999	01	06/30/2009	13	05	06	

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 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
- 14 Complete Advanced ESL

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

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

Attend. 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 prompting you to enter those hours.

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

Reports Screen



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

Report Type:

Report Name:

Year: <input type="text"/>	View Site: <input type="text" value="<Select a Value>"/>	<input type="button" value="View Report"/>
Show State Report: <input type="text" value="<Select a Value>"/>	Region: <input type="text"/>	
County: <input type="text"/>	Attendance Hrs: <input type="text" value="<Select a Value>"/>	
Site: <input type="text"/>		

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

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, 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)
- 09 Obtain Platinum National Career Readiness Certificate
- 10 Obtain Silver National Career Readiness Certificate
- 11 Obtain Gold National Career Readiness 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