



Summer School Mgt

Session # 345



Christie Reider, Trainer
March 2024

Information shared throughout this presentation is the property of Aeries Software. Information or images may not be reproduced, duplicated, or shared without the prior written consent of Aeries Software.

Things to think about:

- ✓ What Courses will be offered?
- ✓ Do we need to create new ones?

- ✓ What are your physical Summer Schools going to be?
In Aeries will they be handled as one or separate Schools?

- ✓ What are the Summer School Dates? Start/End
- ✓ Will you have multiple Summer Programs/Sessions running on different enrollment start/end Dates? And need an attendance report

- ✓ Who will be responsible for adding in the Summer School Course Requests? Do they have the proper permissions?

- ✓ Will Students/Parents be able to add in Summer School Course request via the Portal?
When? (Date Range) Configure the Portal Options /Scheduling page
Verify permissions to the Portal Groups for Students/Parents

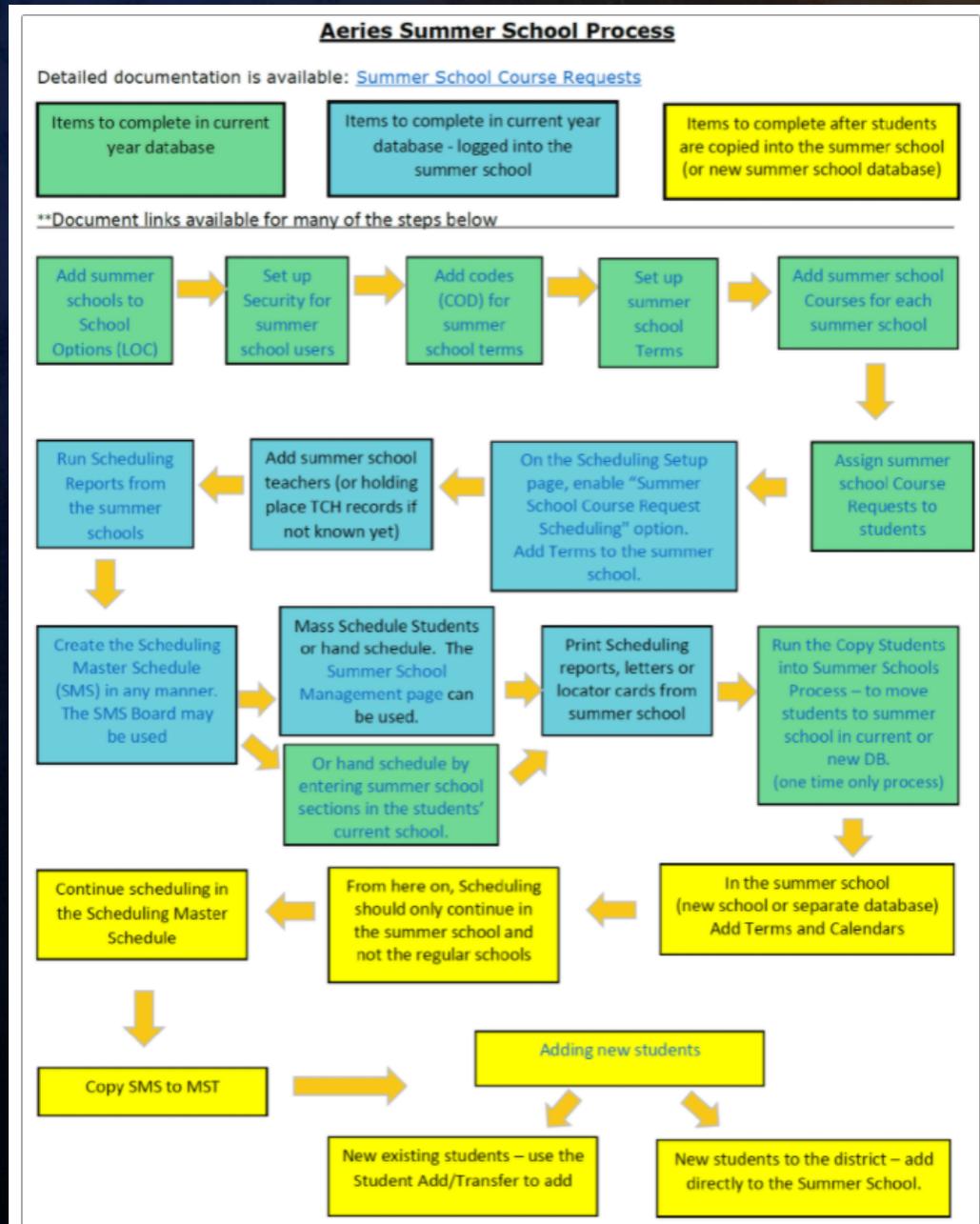
- ✓ How will the students be brought over?
Using their current Grade Level or once copied do they advance for the next school year grade level (Scheduling Page option)

Summer School Flow Chart:

Very Important!!!
For the Copy Students into Summer Schools process to run properly

Not One Single Student can exist within any single Summer School. They must be empty! NO Students!

The copy Process is done only once!



Please remember

Green items are completed in the Current Year Live database

Teal items are completed in the Current Year Live database Summer School

Yellow items are completed AFTER students are copied into the Summer School (Current or New DB)

Also:

A Check List has been attached to the documentation you find this helpful.

Add summer schools to district database

Add summer schools to School Options (LOC)

School Options										
Code	School Name		Area	Telephone	Fax	Open Date	Close Date	Tag		
998	Eagle Summer School									
Street Address			City	State	Zip	Extn	Country	DNR		
			CA				US			
Principal's Name		Signature	Email Address	ID Type	County	District	School	Charter	Next Student ID	
				1	65	99999	9999998		0	
Low Grade	High Grade	Attendance Period			All Day Attendance Management			Tracks		
6	12	0			Manual			0		
School Website					Short Name					
User1	User2	User3	User4	User5	User6	User7	User8			
Scheduling Type					Use Staff in Sections		School Category		Utilize A/B Days	Session Type
Secondary (0)					No				Don't use A/B Days (0)	Summer (1)
Att Type		Att Reporting		Schedule Basis		Education Type				
Period (1)		Positive (1)		Semester (0)		Not Alternative Ed (0)				
Portal Confirmation Email Address			Next Year Start Date		Auto Assign Teacher Number		College Board School Code			
DoNotReply@aeries.com					No					
Intervention Referral Settings										
Referral Submission Notification Email Address(s):										
Referral Approval Notification Email Address(s):										
Bullying Incidents		Cyber Bullying Incidents		Allow Issue Credit on Classes / Course Attendance pages			Use Grading Periods Instead of Terms in Gradebook			
				No			No			
Use Staff ID Based Counselor Tracking										
No										
Grade Reporting Types										
No - Elementary Standards Based Grading (SBG)										
No - Secondary Grade Reporting (GRD)										
School Contacts										
Code	Office	Staff	Email	Telephone	Ext	Fax				
1	Principal									
2	Registrar									
3	Attendance									
4	Health									
5	Counseling									
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Signature"/>										
Default Bell Schedule					Terms					
	Period	Start Time	End Time			Term	Starting Date	Ending Date		
	1	8:30 AM	9:30 AM			1	3/20/2023	6/9/2023		
	2	9:30 AM	10:30 AM			2	6/12/2023	8/4/2023		
	3	10:45 AM	11:45 AM			Y	3/20/2023	8/4/2023		
	4	11:45 AM	12:45 PM							

- Grade ranges
- Scheduling type
- Session Type : summer school
- Attendance : period and positive, daily for negative.
- Term dates for each term
- Set calendar
- Attendance codes
- Grade reporting types
- DNR – Keeps the school from reporting to CALPADS or PEIMS (upper right)

New Code Tables & Security

Code Tables

Set up Security for
summer school
users

- **SST** – Summer School Terms
- **SSA** – Summer School Availability
- **SSC** – Summer School Courses to be offered at each summer school
- **SSR** – Summer School Course Requests

Permissions - Summer Clerk

Current Year (2017-2018)

Display Current Permissions (Uncheck to Show All Permissions)

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Expiration Date <small>(Read will not expire)</small>
Scheduling								
Course Requests	SSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Summer School Course Requests	SSR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Summer School Courses	SSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Summer School Terms	SST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

SS Terms: need Read, Insert, update and delete for SST
SS Courses: need read and Update for SSC

Update code table for terms in Summer School

Add codes (COD) for summer school terms

Set up summer school terms

Update Code Table

Current Table-Field Codes

Table: SST Field: TM

Code	Description	Category	Amount	Sort	Tag	Image	Tran
+ Add New Record							
	1	Summer Term 1					
	2	Summer Term 2					

Scheduling terms (optional) – TRM/TM to map or track terms

Summer School Terms

Summer School Terms Configuration

Summer School: 998 - Eagle Summer School

+ Add Summer School Term

Summer School Term	Note	Scheduling Term
Summer Term 1	Feeder Schools: Screaming Eagle High School (994) Aeries Continuation School (995) Eagle Alternative Education School (997)	
Summer Term 2	Feeder Schools: Flex Soaring Eagle High School (894) Bald Eagle Intermediate School (993) Screaming Eagle High School (994)	

Courses in each Summer School



Add Summer School Courses for each summer school

Summer School Courses



Summer School Courses Configuration

Summer School: 998 - Eagle Summer School

	Summer School Term	Note	
Add/Edit Courses	Summer Term 1		
Course Id	Course Title	Credit	Portal?
2000	Eng 9 CP Sem 1	5	No
2002	Eng 10 CP Sem 1	5	No
2004	Eng 11 CP Sem 1	5	No
2108	Alg CP Sem 1	5	No
Add/Edit Courses	Summer Term 2		
Course Id	Course Title	Credit	Portal?
2001	Eng 9 CP Sem 2	5	No

Assign Summer School Course Requests to Students

Course Requests are added in the home school. (SSR table used)

Course Requests can be added through the parent/student portal

Course Request Management Interface

Student: Alice Abdelnour

Course Request Table:

Course ID	Course Title	Term	AltCr	Prf	Stat	User1	User2	User3	User4	User5	Sec#	Reject
0417	Spanish II	0										
0701	World Hist Cp	0										
0319	Hon Eng 10 CP	0										
0608	Geometry Cp	0										
0970	Leadership	0										
0658	Biology	0										
0545	Volleyball	0										

Eagle Summer School

Crs Id	Course Title	Trm	AltCr	Prf	Stat	User1	User2	User3	User4	User5	Sec#	Reject
No Summer Course Requests												

Summer Alternate Course Requests

Crs Id	Course Title	Trm	Date Added
No Summer Alternate Course Requests			

Aeries Student

User: Kristy Milchovich, Screaming Eagle High School - Grade 9

Search students, pages, classes

parent@aeries.com

Course Requests - Summer Scheduling

Kristy Milchovich

Eagle Summer School

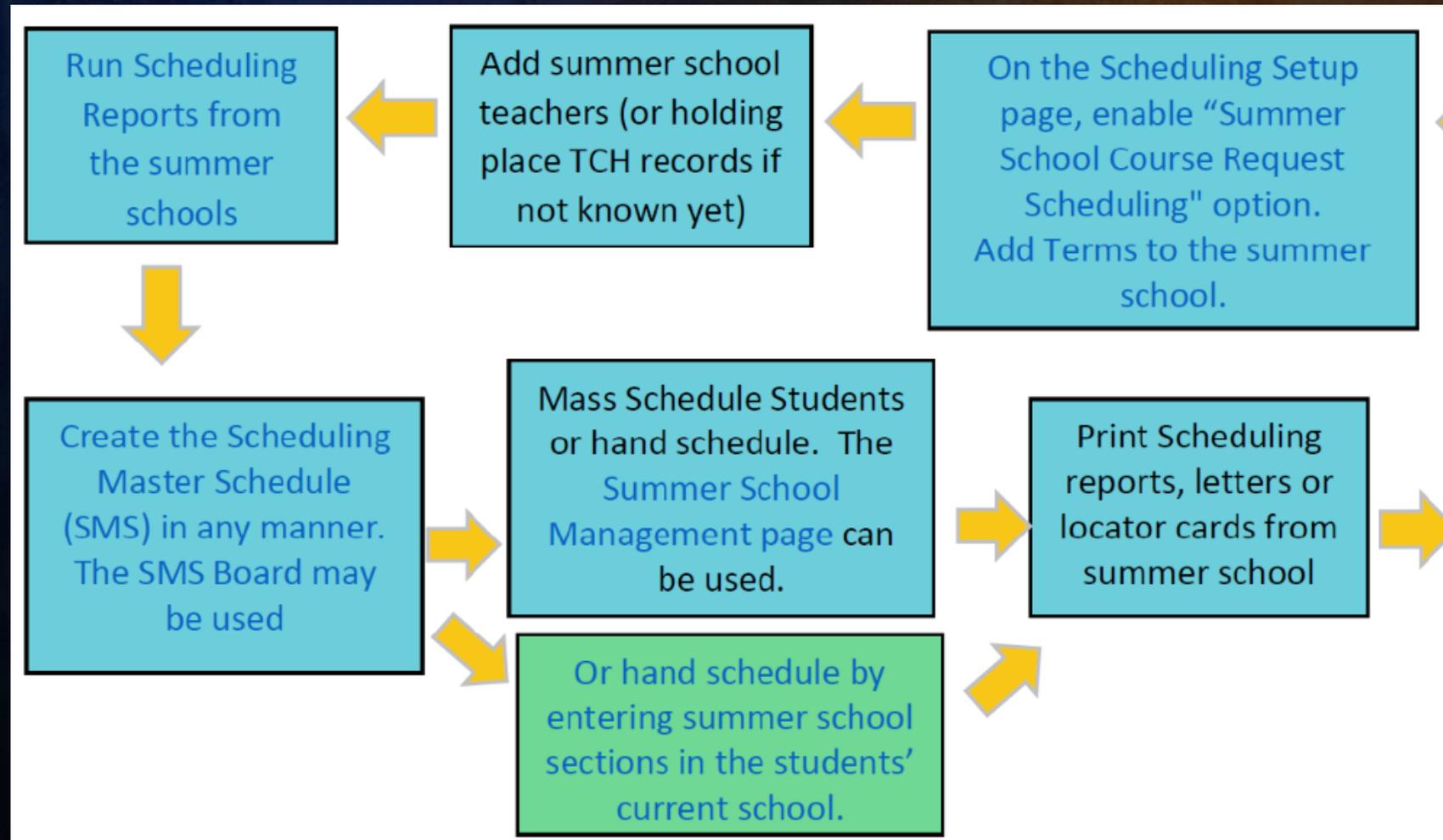
Crs Id	Course Title	Trm	AltCr	Prf	Status	User1	User2	User3	User4	User5	Sec#	Reject
Summer Term 1												
2000	Eng 9 CP Sem 1	Summer Term 1	0								0	
Summer Term 2												
No Summer Course Requests												

Summer Alternate Course Requests

Eagle Summer School

Crs Id	Course Title	Trm	Date Added
No Summer Alternate Course Requests			

Flow Chart logged into Summer School:



All Scheduling reports are available when logged into the summer school:

To start the master schedule (SMS)

On the Scheduling setup page, enable “Summer School Course Request Scheduling” option. Add terms to summer school.

Create the Scheduling Master Schedule (SMS) in any manner. SMS Board may be used

Select staff sections if using FLEX

Scheduling Setup

Scheduling Setup Options

Scheduling Status

- Scheduling Tables are Inactive
- Scheduling students into classes for the current school year
- Scheduling students into classes for the next school year, using their grade level next year
- Use Flex Scheduling for Next Year

Scheduling Options

- Do NOT allow an Alternate Course Request that has already been selected as a primary or alternate request
- Allow Wait Lists for Master Schedule Sections
- Allow Wait Lists for Scheduling Master Schedule Sections
- Use Staff-Section Association instead of Teacher Numbers(TN) with SMS sections

SMS & SSS Initialization

Summer School Course Request Scheduling

Course Requests

- Do Nothing with the SSS Table
- Blank out the SSS Table
- Copy current student classes to SSS table, keep as prescheduled.
- Copy current student classes as course requests only.

Scheduling Master Schedule

- Do Nothing with the SMS Table
- Blank out the SMS Table
- Copy current master schedule (MST) table to the new SMS table.

Select which terms to copy:

- Year Long Classes
- Fall
 - Quarter/Trimester 1
 - Quarter/Trimester 2
- Spring
 - Quarter/Trimester 3
 - Quarter/Trimester 4

Scheduling Process Dashboard

- A. Setup / Config
- B. Course Requests
- C. Build Scheduling Master Schedule
- D. Schedule Students
- E. Finalize
- F. Active Master Schedule

Summer School Course Request Management Table (in the summer school)

Summer Course Requests Management

Filters

- Students With Rejected Requests?
- Students With No Scheduled Sections?

Apply Filter

Results - 213 Students

ID	Student	Grade	Track	School
99400003	Abdo, Alice A.	9		Screaming Eagle High School
99400006	Abejon, Tanya A.	10		Screaming Eagle High School
99400008	Abesamis, Tatiana J.	9		Screaming Eagle High School
99400012	Abrego, Alice A.	9		Screaming Eagle High School
99400020	Acuna, Allan A.	10		Screaming Eagle High School
99400027	Aguayo, Tautie	10		Screaming Eagle High School

Summer Course Requests - Abdo, Alice A.

Eagle Summer School

Crs Id	Course Title	Trm	AltCrs	Prf	Status	User1	User2	User3	User4	User5	Sec#	Reject
Summer Term 1 + Add New Record												
	2108	Alg CP Sem 1	Summer Term 1	0	Manage						0	Invalid Crs
Summer Term 2 + Add New Record												
No Summer Course Requests												

Summer Alternate Course Requests

Eagle Summer School

Crs Id	Course Title	Trm	Date Added
Summer Term 1 + Add New Record			
No Summer Alternate Course Requests			
Summer Term 2 + Add New Record			
No Summer Alternate Course Requests			

Run the Copy Students into Summer Schools Process – to move students to summer school in current or new DB.
(one time only process)

The student's grade level in the summer school will be populated based on the **Scheduling Setup** options in the summer school in the regular database.

Scheduling Setup

Scheduling Setup Options

Scheduling Status

Scheduling Tables are Inactive

Scheduling students into classes for the current school year

Scheduling students into classes for the next school year, using their grade level next year

Not One Single Student can exist within any single Summer School. They must be empty! NO Students!

This is a one-time process and should be done at the district level

Copy Students into Summer Schools

 25.31% summer school course requests have been scheduled. Please run the scheduler in the summer school if you have not done so before running the Copy Students into Summer School process. Once the Copy Students into Summer School process has been run, the scheduler will not honor the term matching.

Summer Schools with Student Course Requests

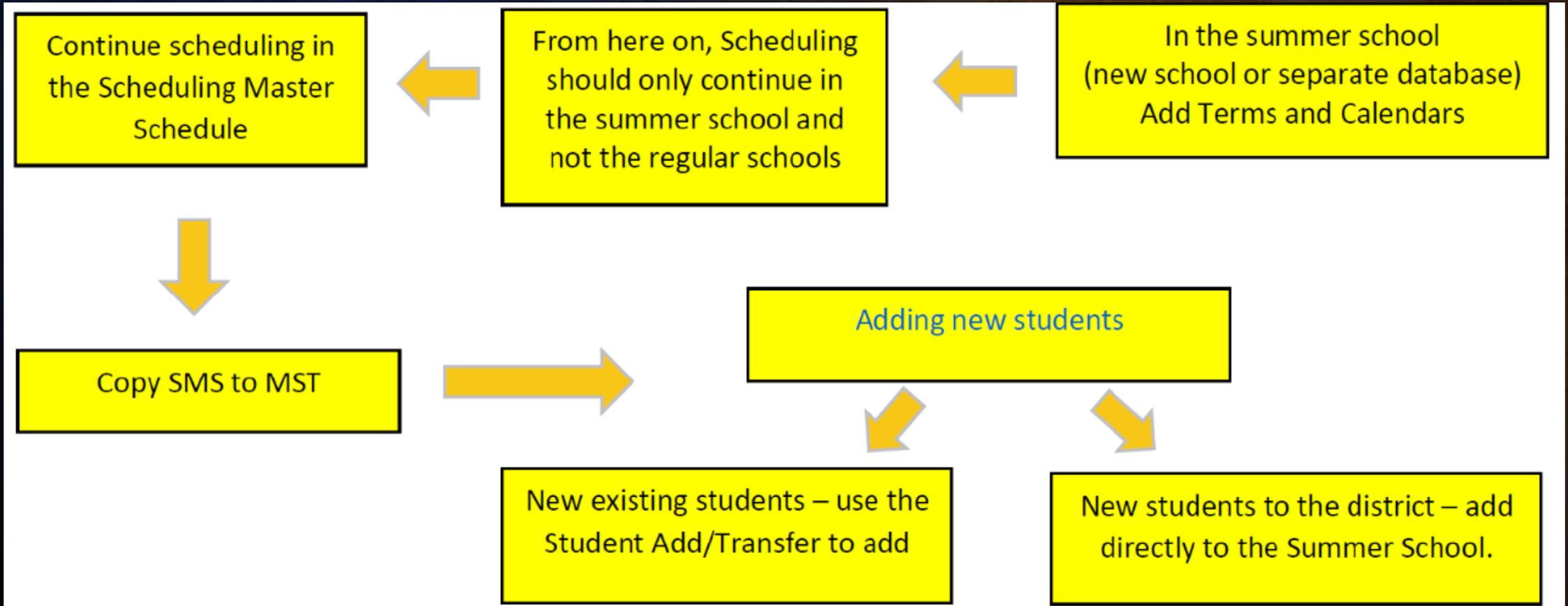
- Flex - Eagle SS (888)
- Eagle Summer School (998)

Copy Students into Summer Schools in the **CURRENT** Database?

Copy Students

Copy Students into Summer Schools in the **NEW** Database?

Summer School Flow Chart: Everything is now done in Summer School only



Troubleshooting - Things to Check:

- Confirm School Options.
- Confirm Terms.
- If using Tracks, must build track related information in Summer School.
- Confirm Bell Schedule.
- Confirm Scheduling:
 - SMS scheduler should remain linked to the SSR table at the student's school.
 - Confirm SMS sections are correct.
 - Confirm all students have been scheduled.
 - Copy students to Summer School.
 - In **Scheduling Process | Configurations | Scheduling Setup** remove the checkmark from *Summer School Course Request Scheduling*.
 - Make a backup.
 - Roll to MST.
- Teachers /Staff don't have access to Summer School:
 - Copy teacher permissions from another school.
 - Confirm teacher /staff record is linked to Staff ID.
 - Confirm Attendance in Portal Options is configured.
 - Confirm **App Settings | Appsettings.config** is set for Summer School.
- Users don't have access to Summer School:
 - Confirm Summer School access on user accounts.
- Portal Accounts cannot see data in Summer School:
 - In **Security | Portal Groups** push permissions to Parents and Students

Copy Data from Summer School (District) to the Home Schools

Copy Data From Summer School



Info



Copy Data From Summer School is used to copy summer school records into the current schools. Follow the steps below to start the process.

1. In the School tab, select a Database Group, then check summer schools to copy from and schools to copy to.
2. In the Tables tab, select the tables you want to copy.
3. Choose to include Update Transcript History.
4. Select options and click "Copy Data to Schools" to process.

Schools



Tables



Update Transcript History



Options/Submit



Copy Data from Summer School (District) to the Home Schools

Tabs:

Schools

Tables to copy

Schools

Database Group: Year:

From Summer Schools	To Schools
<input checked="" type="checkbox"/> 888 - Screaming Eagle Summer School	<input type="checkbox"/> 99 - Transfer School
<input checked="" type="checkbox"/> 998 - Eagle Summer School	<input checked="" type="checkbox"/> 990 - Golden Eagle Elementary School
	<input checked="" type="checkbox"/> 991 - Tawny Eagle YR Elementary School
	<input checked="" type="checkbox"/> 992 - Hawk Elementary for ATT
	<input checked="" type="checkbox"/> 993 - Bald Eagle Intermediate School
	<input checked="" type="checkbox"/> 994 - Screaming Eagle High School
	<input checked="" type="checkbox"/> 995 - Aeries Continuation School
	<input checked="" type="checkbox"/> 996 - Eagle Flight School

Tables

Tables Not To Copy:	Tables To Copy:
AUT Authorizations, Prohibitions, and Waivers	ACT Activities and Awards
CNF Counseling	ADS Assertive Discipline
CON Contacts	DSP Disposition Table
CTS College Test Scores	
DIS Discipline Data	
DNT Dental	
EXP Expulsions	
FEE Fees and Fines	
HRN Hearing	
HSE Healthy Start Events	
HWO Height/Weight/Other (Physicals)	

Remove All Tables Add All Tables



Copy Data from Summer School (District) to the Home Schools

Tabs:

Update Transcript History

Options/Submit

Copy Data From Summer School

Info

Schools

Tables

Update Transcript History

Update Transcript History Options:

Include HIS

HIS Year to Copy: 2023-2024

HIS Term to Copy:

*** Grades must have already been copied into the Transcript (HIS) with the correct Year and Term in the Summer School(s) in order to use this process.**

All Course IDs used in the Summer School MUST exist in your current database.

i Note: If the schools you are copying TO use a different term designation for Summer than the summer school, you will need to Query Change the terms (HIS.TE) in the summer school first to match the TO school.

Options/Submit

Copy Data From Summer School

Info

Schools

Tables

Update Transcript History

Options/Submit

i The beginning date should be either the date summer school started, OR the day after the rollover, whichever date is latest.

Copy Records Between:

6/19/2023 - 7/18/2023

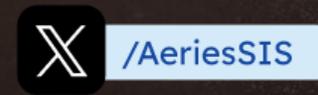
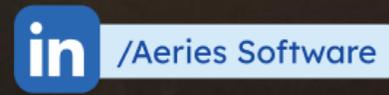
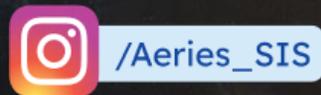
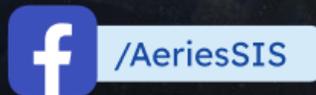
Verify Dates:

Copy Data To Schools

THANK YOU!

Please take a moment to complete our session survey.

<http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024>



AERIESCON

Share your Feedback:

