

# Summer School Mgt

Session # 345



Christie Reider, Trainer March 2024

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# Things to think about:

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

 $\checkmark$ 

 $\checkmark$ 

 $\checkmark$ 

 $\checkmark$ 

 $\checkmark$ 

 $\checkmark$ 

- 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)

Code		School Name		Area	Telephone	Fax	Open Date	c	ose Date
998		Eagle Summer School							
	Street A	ddress	City	State	Zip	E	dn	Country	DNR
				CA				US	121 121
Pri	rincipal's Name	Signature	Email Address	ID Type	County	District	School	Charter	Next Student ID
				1	65	99999	9999998		0
Low	w Grade	High Grade	Atte	endance Period			All Day Attendance Manageme	tre	Track
	6	12		0			Manual		0
		School We	bsite					Short Name	
User	r1	User2	User3	User4	User5		User6	User7	Userð
	Scheduling Type	Use Staff	In Sections	School	Category		Utilize A/B Dovs		Session Type
	Secondary (0)		No				Don't use A/B Days (0)		Summer (1)
	Att Turns		a sufficient		Cohadada Basis			Education Tor-	
	Period (1)	Att Re	porting ive (1)		Semester (0)			Not Alternative Ed (0)	
		Posi			oemealer (e)		14110-1-1	.tor Alternative 2d (0)	
	Portal Confirmat	ion Email Address	Next	Tear Start Date	Au	to Assign Teacher Nut	nber	College	Board School Code
	DonotReply	@denes.com				NO			
al Submissio	on Natification Email Addre	see(e).		Interven	tion Referral Settings				
al Approval I	Notification Email Address	(6):							
Bullying In									
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### 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)								
<ul> <li>Display Current Permission</li> </ul>	ns (Uncheck	to Show All	Permissions)	)				
Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Expiration Date (Read will not expire)
Scheduling								
Course Requests	SSS	~						<b>.</b>
Summer School Course Requests	SSR	~	~	~				<b></b>
Summer School Courses	SSC	~						
Summer School Terms	SST	~						<b>.</b>

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

Upd	ate C	Code Tab	le						
Curre	ent Tak	ole-Field C	odes						
Table:	SST	Field:	TM 🔻						
	Code		Description	Category	Amount	Sort	Tag	Image	Tra
O Ad	dd Nev	v Record							
	1	Summer T	erm 1		0.00				
	2	Summer T	erm 2		0.00				

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

Summe	er School	Terms			公
Summe	er School	l Terms Con	figura	ion	
Summer Scl	hool: 998 -	Eagle Summer S	chool	<b>*</b>	
+ Add Su	ımmer Schoo	l Term			
		Summer Scho	ol Term	Note	Scheduling Term
🧨 Edit	X Delete	Summer Term	n 1		
		Feeder Schools:	Scream Aeries Eagle A	ng Eagle High School (994) ontinuation School (995) ternative Education School (997)	
🧨 Edit	X Delete	Summer Term	12		
		Feeder Schools:	Flex So Bald Ec Scream	ring Eagle High School (894) gle Intermediate School (993) ng 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 Summer Term 1 Add/Edit Courses Course Id Course Title Credit Portal? Eng 9 CP Sem 1 5 No 2000 Eng 10 CP Sem 1 5 No 2002 Eng 11 CP Sem 1 5 2004 No Alg CP Sem 1 2108 5 No Summer Term 2 Add/Edit Courses Course Id Course Title Credit Portal? Eng 9 CP Sem 2 5 No 2001

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

and the second sec		99400002	Grode		9	Counselor	Monorch
Sinte Student ID		0099400002	Age		14	Language Fluency	English Learner
Status Tog		Active	Gender		Female	Corring / Rptging	English / Arabic
Shudent Number		2	Birthdate		4/13/2006	Interdiatrict Stotus	
A Scheduling Using Next Year's Grade Levels							
<u>A</u>							
Course Request Term View Term and Day of Week View							
Counselor Number/Name Period Range Schedule Group	Channe						
CraiD Course Title 0 1 2	3 4 5 6 7 8 9 Pri Teacher Name	Meets AltC	rs Sec# Per Trm	More Closs Info Reject PermLK Al I			
2 🛱 0417 Spanish II 🤗 🔘	O O 000 Wikalobos	MTWTF Q Mon	100e 2689 0 Y				
A B 0701 World Hist. Co	0 0 0 0 000 Smith.E	MTWTF 9 Mon	2094 1 Y				
A B 0315 Hon Eng 10 CP	0 0 0 000 Simmore	MTWTF 9 Man	100e 1281 2 Y				
A B 0608 Geometry Cp (R) (R)		MTWTF 0 Mon	100e 3002 3 Y				
B     O970 Leadership	O U Walace	MTWTE 9 Mon	450 4 Y				
2 B 0556 Biology (8) (8)		MTWTF 0 Man	1285 5 Y				
R     0045 Volleyball	O     O     Ath Dir W VB	MTWTF 0 Mon	100e 2648 6 Y				
Add New Record O Add Many New Records O Add	From Course Request Table						
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Aeries Student	Screaming E	agle High School - Grade	9 🗸			Search st	udents, pag	jes, classes	5	Q	$\bigtriangleup$	parent	@aeries.com 丶
	Course Req	uests - Summe	r Scheduling										☆
Classes	Kristy Milo	hovich					Gene	eral Con	tact Ad	dt'l Info	Programs	0 Usei	r Codes 🗸
lasses													
	Eagle Summer	School											
lourse Requests	Crs Id	Course Title	т	rm AltCrs	Prf	Status	User1	User2	User3	User4	User5	Sec#	Reject
	Summer Term 1	F 0.0D C 1	6	T 1 0						1		0	
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				No	Summer C	ourse Requ	ests						
cademic Plan	Summer Alter	nate Course Reque	ests										
lass History	Eagle Summer	School											
	Crs Id	Course Title	Trm Date	Added									
	Summer Term 1												
	N	o Summer Alternate C	ourse Requests										
	Summer Term 2												
	N	o Summer Alternate (	ourse 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



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

Summer Course Requests Management

#### **Filters**

Students With Rejected Requests?

Students With No Scheduled Sections?

#### **T** Apply Filter

#### Results - 213 Students

ID 🔻	Student <b>Y</b>	Grade <b>Y</b> Track <b>Y</b>	School T	
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, Taunie	10	Screaming Eagle High School	•

#### Summer Course Requests - Abdo, Alice A.

	Crs Id	Course Tit	le	Trm	AltCrs	Prf	Status	User1	User2	User3	User4	User5	Sec#	Reject
Summer Terr	m 1												O Ac	ld New Record
	2108	Alg CP Sem 1		Summer Term 1	0 Manage								0	Invalid Crs
ummer Terr	m 2												O Ac	Id New Record
					No Sumn	ner Cour	se Requests	3						
Eagle Sum	mer Sc	:hool	ucono											
Eagle Sum Crs Id	imer Sc	'hool Course Title	Trm	Date Added										
Eagle Sum Crs Id Summer Terr	mer Sc ( m 1	'hool Course Title	Trm	Date Added  Add New Record										
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Eagle Sum Crs Id Summer Terr	mer Sc ( m 1 No Su m 2	hool Course Title mmer Alternate	Trm Course F	Date Added  Add New Record  Requests  Add New Record										

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

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

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	

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

hools			
Database Group: Aeriesdemo 2018/2019 (2008) 🔻			Year: 2018-2019 🔻
From Summer Schools	All/None	To Schools	All/None
✓ 888 - Screaming Eagle Summer School		99 - Transfer School	
998 - Eagle Summer School		990 - Golden Eagle Elementary School	
		991 - Tawny Eagle YR Elementary School	
		992 - Hawk Elementary for ATT	
		993 - Bald Eagle Intermediate School	
		994 - Screaming Eagle High School	
		995 - Aeries Continuation School	
		996 - Eagle Flight School	

Tables	i				1
Tables	Not To Copy:		Tables	То Сору:	
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)	<b>V</b> .			-
	Remove All Tables			Add All Tables	

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

Tabs:

# Upddate Transcript History

Options/Submit

#### Copy Data From Summer School

Copy Data To Schools

hools	
bles	
date Transcript History	
Ipdate 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.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit	the summer school, you will need to Query Change the terms (HIS.
All Course IDs used in the Summer School MUST exist in your current database.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit  Copy Data From Summer School	the summer school, you will need to Query Change the terms (HIS.
All Course IDs used in the Summer School MUST exist in your current database.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit  Copy Data From Summer School	the summer school, you will need to Query Change the terms (HIS.
All Course IDs used in the Summer School MUST exist in your current database.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit  Copy Data From Summer School Info	the summer school, you will need to Query Change the terms (HIS.
All Course IDs used in the Summer School MUST exist in your current database.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit  Copy Data From Summer School Info Schools Data	the summer school, you will need to Query Change the terms (HIS.
All Course IDs used in the Summer School MUST exist in your current database.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit  Copy Data From Summer School Info Schools Tables Use to a 7 ables	the summer school, you will need to Query Change the terms (HIS.
All Course IDs used in the Summer School MUST exist in your current database.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit  Copy Data From Summer School Info Schools Tables Update Transcript History	the summer school, you will need to Query Change the terms (HIS.
All Course IDs used in the Summer School MUST exist in your current database.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit  Copy Data From Summer School Info Schools Tables Update Transcript History Options/Submit	the summer school, you will need to Query Change the terms (HIS.
All Course IDs used in the Summer School MUST exist in your current database.  Note: If the schools you are copying TO use a different term designation for Summer than in the summer school first to match the TO school.  tions/Submit  Copy Data From Summer School Info Schools Tables Update Transcript History Options/Submit  To beginning date should be either the date summer school started, OR the day after the rollover, whichever date is latest.	the summer school, you will need to Query Change the terms (HIS.

# THANK YOU!

Please take a moment to complete our session survey.

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





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