



# Summer School Mgt

Session # 345



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## Things to think about:

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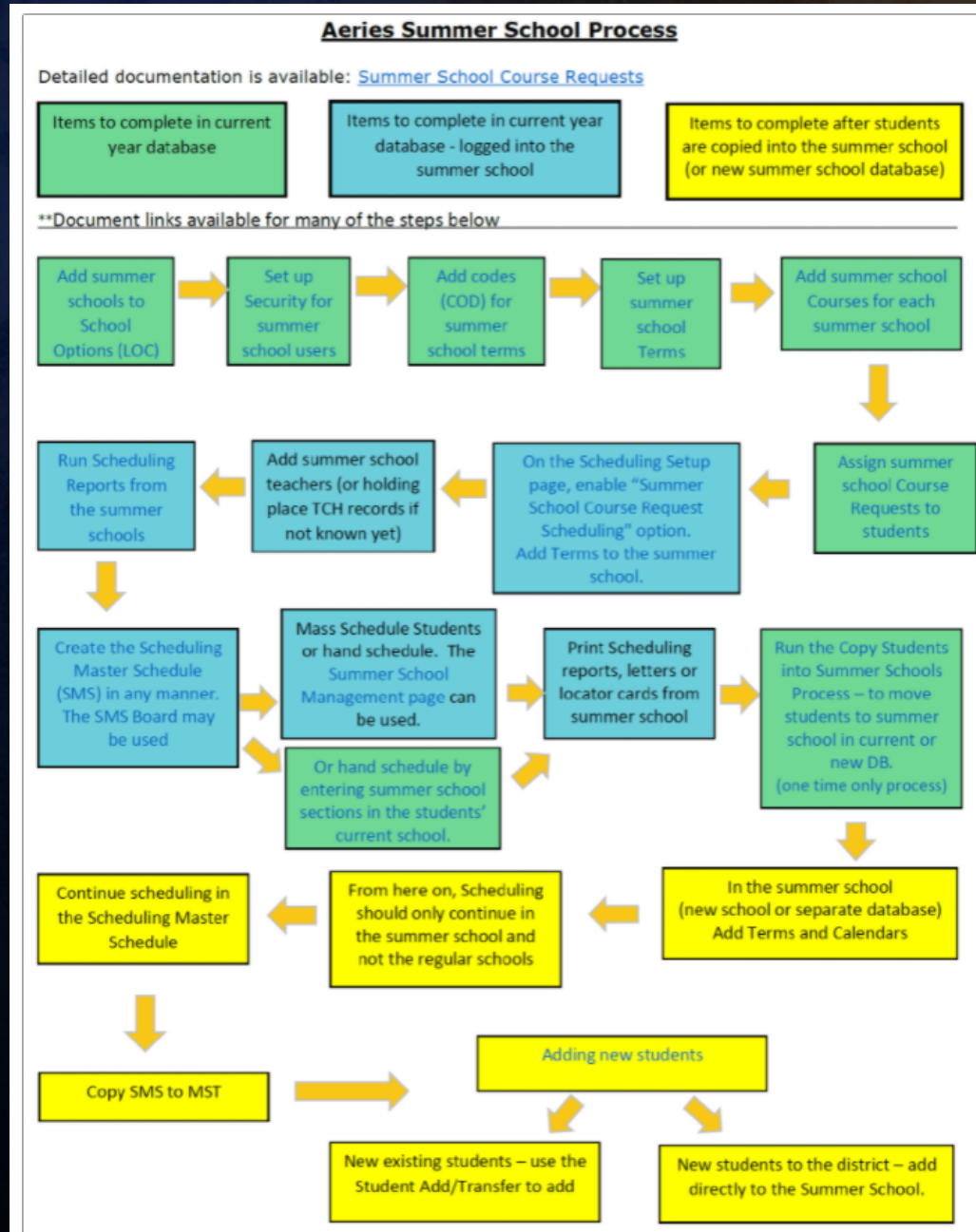
- ✓ What Courses will be offered?
- ✓ Do we need to create new ones?
- ✓ What are your physical Summer Schools going to be?  
In Aeries will they be handled as one or separate Schools?
- ✓ What are the Summer School Dates? Start/End
- ✓ Will you have multiple Summer Programs/Sessions running on different 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

Edit

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	<input type="checkbox"/>
Principal's Name	Signature	Email Address	ID Type	County	District	School	Charter
	<input type="checkbox"/>		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					

AddChangeDeleteSignature

Default Bell Schedule

	Period	Start Time	End Time
	1	8:30 AM	9:30 AM
	2	9:30 AM	10:30 AM
	3	10:45 AM	11:45 AM
	4	11:45 AM	12:45 PM

...

Terms

	Term	Starting Date	Ending Date
	1	3/20/2023	6/9/2023
	2	6/12/2023	8/4/2023
	Y	3/20/2023	8/4/2023

...

- 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 (Read will not expire)
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<b>Scheduling</b>								
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"/> <input type="calendar"/>
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="text"/> <input type="calendar"/>
Summer School Courses	SSC	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="text"/> <input type="calendar"/>
Summer School Terms	SST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/> <input type="calendar"/>

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
<div>+ Add New Record</div>							
	1 Summer Term 1		0.00				
	2 Summer Term 2		0.00				





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: <div>Screaming Eagle High School (994) Aeries Continuation School (995) Eagle Alternative Education School (997)</div>			
 	Summer Term 2		
Feeder Schools: <div>Flex Soaring Eagle High School (894) Bald Eagle Intermediate School (993) Screaming Eagle High School (994)</div>			

# 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

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

Course Requests can be added through the parent/student portal

Aeries Student

Kristy Milchovich  
Screaming Eagle High School - Grade 9

Search students, pages, classes

parent@aeries.com

Classes

Course Requests

Course Requests / Summer

Academic Plan

Class History

Course Requests - Summer Scheduling

Kristy Milchovich

General
Contact
Add'l Info
Programs 0
User Codes

Eagle Summer School

Crs Id	Course Title	Trm	AltCrs	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												

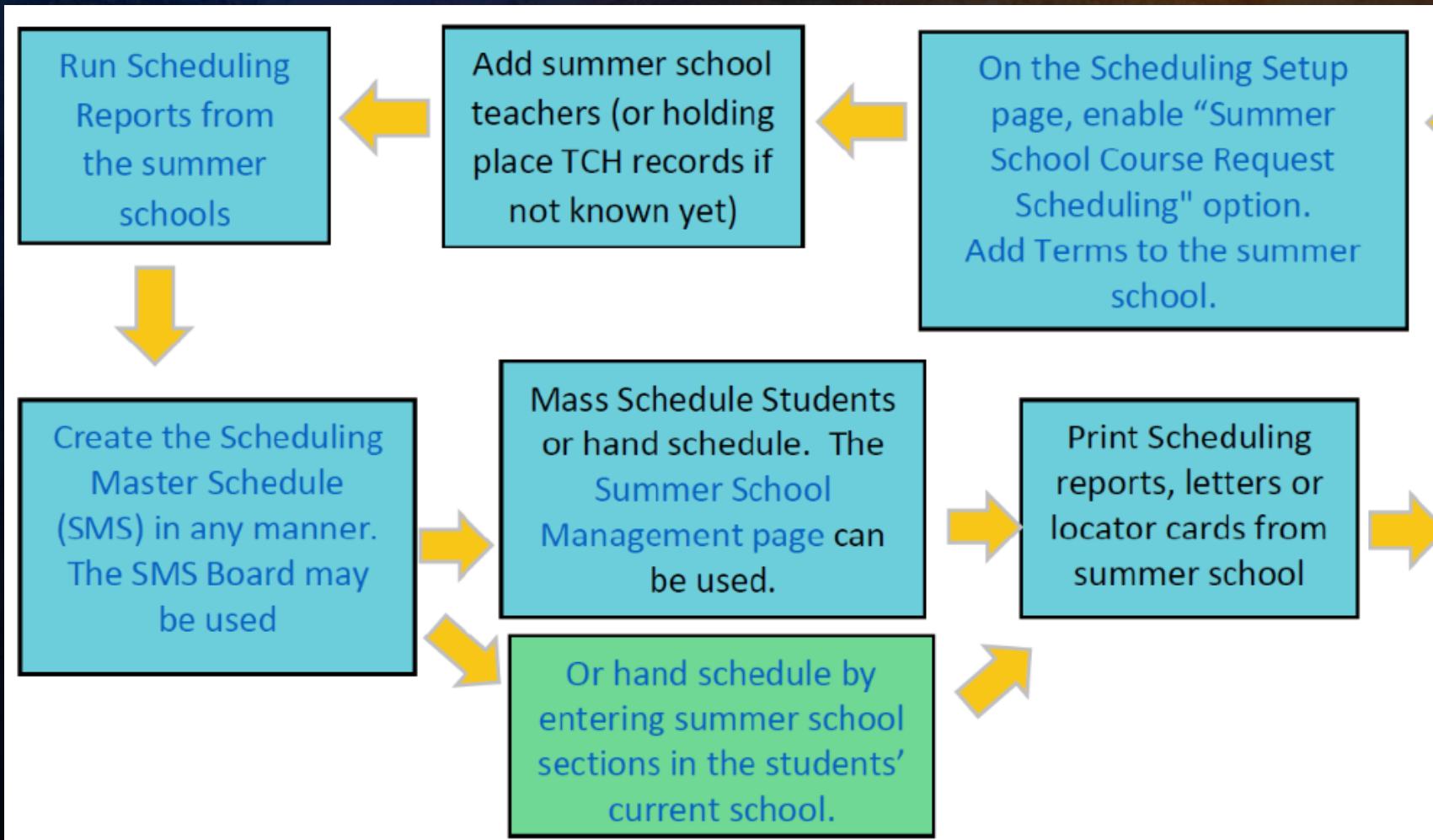
Summer Alternate Course Requests

Eagle Summer School

Crs Id	Course Title	Trm	Date Added
Summer Term 1			
No Summer Alternate Course Requests			
Summer Term 2			
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, Taunie	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?

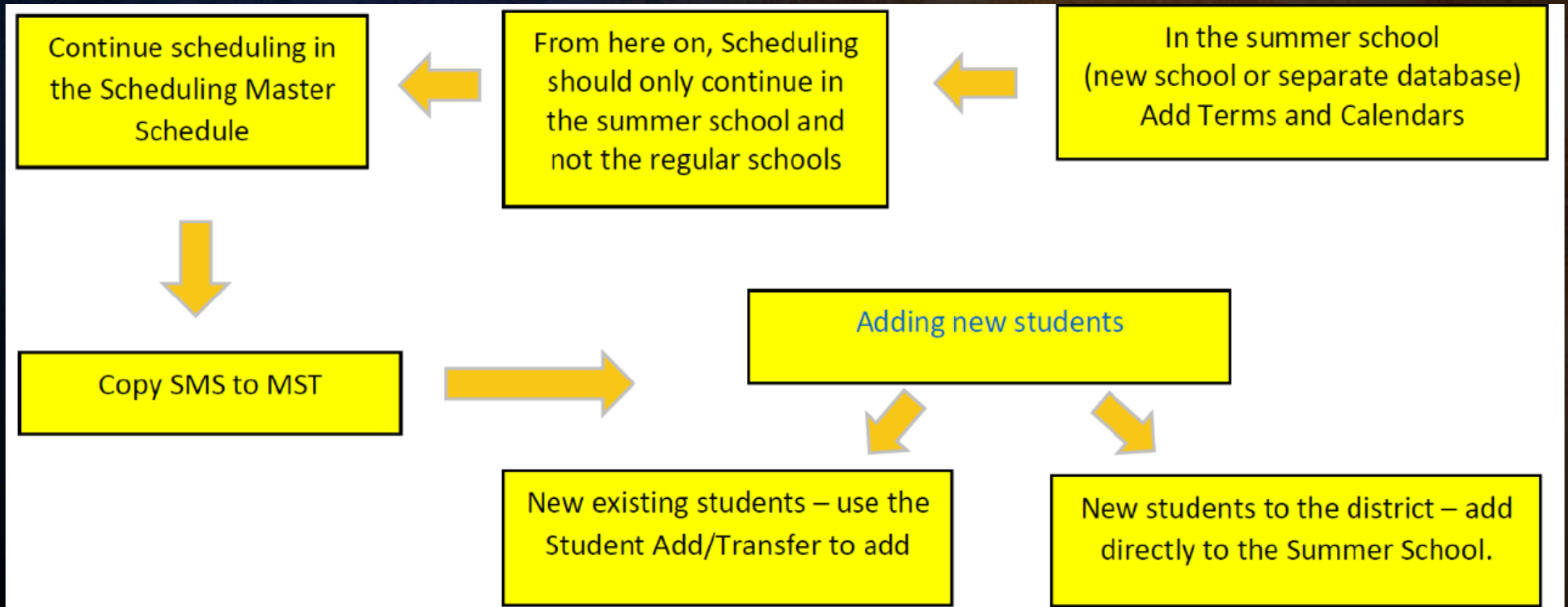
Copy Students

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



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

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## 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

Schools

Database Group: Aeriesdemo 2018/2019 (2008) Year: 2018-2019

From Summer Schools

All/None

☒ 888 - Screaming Eagle Summer School

☒ 998 - Eagle Summer School

To Schools

All/None

☐ 99 - Transfer 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 to copy

Tables

Tables Not To Copy:

AUT Authorizations, Prohibitions, and Waivers

CNF Counseling

CON Contacts

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)

Tables To Copy:

ACT Activities and Awards

ADS Assertive Discipline

DSP Disposition Table

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

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.

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

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

Copy Records Between:

6/19/20237/18/2023

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>



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