Aeries Summer School Process

Detailed documentation is available: Summer School Course Requests

Items to complete in current year database	Items to complete in current year database - logged into the summer school	Items to complete after students are copied into the summer school (or new summer school database)

**Document links available for many of the steps below

Add summer schools to School Options (LOC) → Set up Security for summer school users → Add codes (COD) for summer school terms → Set up summer school Terms → Add summer school Courses for each summer school

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Run Scheduling Reports from the summer schools ← Add summer school teachers (or holding place TCH records if not known yet) ← On the Scheduling Setup page, enable "Summer School Course Request Scheduling" option. Add Terms to the summer school. ← Assign summer school Course Requests to students

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Create the Scheduling Master Schedule (SMS) in any manner. The SMS Board may be used → Mass Schedule Students or hand schedule. The Summer School Management page can be used. → Print Scheduling reports, letters or locator cards from summer school → Run the Copy Students into Summer Schools Process – to move students to summer school in current or new DB. (one time only process)

Or hand schedule by entering summer school sections in the students' current school.

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Continue scheduling in the Scheduling Master Schedule ← From here on, Scheduling should only continue in the summer school and not the regular schools ← In the summer school (new school or separate database) Add Terms and Calendars

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Copy SMS to MST → Adding new students

↓ New existing students – use the Student Add/Transfer to add

↓ New students to the district – add directly to the Summer School.