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Overview

This manual provides instructions for managing Summer School information within eSD®. The Summer School Module in eSD® provides users with a tool to successfully manage the Summer School process. Users will have the ability to set up a school designated as a Summer School, enroll students into Summer School and, when the session is complete, end the current summer school session.

School Setup

Go to District > Schools > School Information. The first time Summer School is utilized a school must be designated as the Summer School.

From the School drop down, select an unused school to be used as the Summer School. Click Edit in order to modify the school information.

Note:
The material presented in this guide assumes the user has a basic familiarity with the eSD® System. For information on how to access the system or perform basic user functions, please refer to the Getting Started User Guide.
Name the school and select Summer School in the **School Type** drop down. Select the **Scheduling Schools** and **School Grades**. After the information is entered, click **Save**.

![Image of School Information and Scheduling Schools](image)

As with any new school, before the school can be fully utilized **School Setup** must be run from **Scheduling > School Setup** to establish Periods, Day Codes, etc.

See **Annual Processes for Summer School Setup** on page 16 for a complete list of Summer School Setup Processes.

### Course Options for State Reporting

**Summer School** and **Credit Recovery** checkboxes are available as course options so that districts can correctly flag relevant courses for state reporting, as well as in the **Mass Course Update Tool**. Setting these flags at the course level automatically carries over to applicable course records (both Previous Courses and Transcripts) for all students enrolled these courses.

These options can be changed for individual students. Summer School and Credit Recovery checkboxes are available on the **New/Edit Previous Course** screens, accessed on the **Previous Course** tab of the **Student Profile**. The Credit Recovery flag can also be changed on the **Transcript** tab of the **Student Profile**.
Summer School Enrollment

Summer School Enrollment is performed from the school in which the student is registered. Students that are already registered in the district’s schools can simply be enrolled in Summer School, with no transfer of Registration needed.

District students can be enrolled in Summer School individually via Registration > Students (see page 6) or en masse via Mass Summer School Enrollment (see page 8).

If the district accepts out-of-district students for Summer School enrollment, those students must first be registered in the district’s Summer School before they can be enrolled in Summer School classes.

When students are accidentally enrolled in summer school, choose not to attend or do not complete summer school, their Summer School enrollment must be ended early (see End Summer School Enrollment Early on page 13).

Summer School Data Management and State Reporting

When the Summer School Closeout process is run, all Summer School enrollments are closed. Because in-district students are simply enrolled in Summer School with no transfer of Registration, the only indications of their Summer School enrollment that remain after the closeout are the Previous Courses listed on their individual portfolios and the Summer School Program Services Status Codes assigned to each student (if the Status Codes have been set prior to the Summer School Closeout).

Districts can set the Program Services code “(0275) Summer School Enrollment” (required for state reporting) prior to Summer School Enrollment, to facilitate selection of in-district students for Mass Summer School Enrollment and/or Mass Class Assignment. Because students sometimes choose not to attend or do not complete summer school, many districts prefer to set this status after Summer School has ended, to avoid having to delete assigned status codes.

For those districts, eSD® strongly recommends that users create a Group called “Summer School 20xx-xx” and assign this Group to each in-district student who will be enrolled in Summer School. This Group can also be used to facilitate selection of in-district students for Mass Summer School Enrollment and/or Mass Class Assignment. For more information about using Program Services codes or Groups, please refer to the Data Management, Registration Setup and Student Status User Guides.

If out-of-district students are not to be reported to the state, they must be indicated as such. This can be done individually, by selecting Exclude from State Reporting and/or Exclude from State Attendance on the student’s enrollment record, or en masse, via Reports > Enrollment > Mass Update Exclusion.
Individual Summer School Enrollment (In-District Students)

From the School where the student is registered, go to Registration > Students. Click the radio button next to the student’s name, then click the Summer School button.

Alternately, View the student’s Registration, then click the Summer School button at the top right of the Registration screen.

Select the Summer School building from the Enroll to Summer School drop down and click Save.

Note:
This process does NOT apply to out-of-district students. Out-of-district students should be registered in the Summer School building, then scheduled into Summer School classes.

Note:
To access the Summer School button, users need the following permission: Module > Registration > Miscellaneous > Student Transfer.

Hover over the red Contacts icon to display the Guardian Alert for that student.

Click the Dual Enrollment icon to view the student’s classes in the other building.
Once a district student is enrolled in Summer School, the **Summer School icon** will appear next to the student’s name.

The student’s portfolio will be accessible from both the school in which the student is registered (above) and the Summer School (below).

**Note:**
The Dual Enrollment icon indicates a student who is enrolled in classes within multiple buildings in the school district.

Click the icon to view the student’s classes in the other building.
Mass Summer School Enrollment (In-District Students)
From the School where the students are registered, go to System > Scheduling > Mass Summer School Enrollment. If desired, utilize the various filters to narrow down the list of students, then click Next.

Double-click the students’ names to move them from the Source Students field to the Selected Students field (or vice versa), then click Next.

Ensure that the Scheduling School, Scheduling Year and Start Date are correct. Click Submit to complete the process of enrolling the students into Summer School.

Note: This process does NOT apply to out-of-district students. Out-of-district students should be registered in the Summer School building, then scheduled into Summer School classes.

Tip: Filter by the Status or Group “Summer School 20xx-xx” to narrow the list of student names.

Note: If the list of names was filtered using the “Summer School 20xx-xx” Status or Group, simply click the Move All button to move all students to the Selected Students field.

Note: After clicking Submit, click Start Over to begin another Mass Summer School Enrollment.

When Start Over is clicked instead of Submit, the Mass Summer School Enrollment is cancelled.
Scheduling Students in Classes

After students are enrolled in Summer School, they can be scheduled into classes en masse, using **Mass Class Assignment** (see page 9), or individually, using the **Student Add/Drop** feature (see page 11).

Mass Class Assignment is typically used for in_district students, particularly at the elementary level, while the Student Add/Drop feature is useful for secondary in_district students and after registering out-of_district students.

When the school type is Summer School, the export to the **eSD® Sectioner** will include Summer School course requests from ALL students that are enrolled in the summer school building. (This includes in_district students with the Summer School icon as well as out_of_district students enrolled in the summer school building.) The **Course Request Report** will reflect relevant Summer School requests and all **Scheduler > Reports** will include only students in Summer School courses.

Students without a scheduling school or grade will use their current grade level when scheduling.

**Mass Class Assignment**

From the Summer School, go to **Scheduling > Scheduling > Mass Class Assignment**. Select the **School Year** and **As Of Date** when the Mass Class Assignment is to be effective.

To populate the **Course** list, select a **Subject Area** OR select a **Staff** member OR enter the **Course Number**, then click **Search**. Select the **Course** and **Section**, and click **Add Class** to add the class to the **Add Classes** list. If desired, repeat to add additional classes, then click **Next**.
From the **Incoming Schools** dropdown, select the school in which the students are registered. Select any other desired filters and click **Search**. A list of students registered in that school will appear in the **Source Students** field. Click the students’ names to move them from the Source Students field to the Selected Students field.

Repeat this process for each school in the Incoming Schools drop down until all students who should be assigned to this class have been selected. Once the **Selected Students** list is complete, click **Next**.

Click **Submit** to complete the Mass Class Assignment.

**Tip:** Filter by the assigned Program Services Status Code or Group to narrow the list of student names.

**Note:** Student names in red have already been assigned to the selected class.

**Note:** Users can also click the **Move All buttons** to move all unassigned students in the direction indicated.

**Note:** After clicking Submit, click **Restart** to begin another Mass Class Assignment. When **Restart** is clicked instead of **Submit**, the Mass Class Assignment is cancelled.
Student Add/Drop Classes

From the Summer School, go to **Student > Student Profile** and click **Search** to display the students. Click the **Add/Drop icon** to the left of the student’s name to open the **Student Add/Drop** screen.

The **Student Add/Drop Classes** screen will display any currently scheduled classes in the **Click on the Classes that you wish to drop** section. Below that is the section to **Select classes that you want to add**, then the **Work Area** that displays the changes in progress.

**Note:**
Users can also open the student’s portfolio, click the Schedule tab, and click the **Add/Drop button** at top of the screen.

**Note:**
When the **Dual-enrolled Students Only** checkbox is selected, the results will display only Dual-enrolled students; indicated by the **Dual Enrollment icon**. Click the icon to view the student’s classes in the other building.
To drop a class from the student’s schedule, click the class section to be dropped. Once a class is selected, it will highlight in red with strike-outs and will also populate in the Work Area with the current date listed as the Date (In-Out). If needed, edit the Date (In-Out) for the class in the Work Area.

To add a class to the student’s schedule, use the filters in the Select classes that you want to add section and click Search to identify available sections. Select the desired section and, if needed, adjust the Enroll Date (it defaults to the current date). Click Add to populate the class in the Work Area.
Once all classes to be dropped and/or added are displayed in the Work Area, click **Save**.

Upon clicking **Save**, users will be prompted if a class being added will conflict with the student's existing schedule and the course(s) in conflict will be highlighted in orange. If users click **OK** to proceed with the Add, the partial schedule window will automatically open. When multiple classes are added in conflict, the partial schedule window will open for each corresponding class in sequential order.

### Running Summer School

Summer School is run in the same way as the regular Academic Year, in regard to attendance, grading, etc. However, not all Attendance Reports are available during Summer School. See [Available Attendance Reports in the Summer School Module](#) on page 17 for a complete list of available Attendance Reports.

**Students’ schedules** in the summer school building are hard-coded to display their current summer school schedule, regardless of the school year selected. This is because the student is "dual-enrolled" in the summer school building only while summer school is running. Students do not appear on the Student Profile List in the summer school building once Summer School Closeout is run.

**Staff schedules** in the summer school building are also hard-coded to display the current summer school schedule when summer school is running, regardless of the school year selected. This is because the academic year has not yet been advanced (bit flip) and the summer school courses are always associated to the school year that starts 07/01/xx.

Once Summer School Closeout has run and the bit flip has occurred, **Staff > Staff Schedule Roster** will display appropriate staff schedules for each selected Scheduling Year.

### End Summer School Enrollment Early

When students are accidentally enrolled in summer school, or choose not to attend / do not complete summer school, their Summer School enrollment must be ended early. This process involves dropping their summer school classes (if any), then running the Summer School Closeout for the individual students to remove the Summer School flag.

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*Note:* Users must have the **Conflict Override** permission to proceed.

*Note:* See the Scheduling Pull Outs Quick Reference Guide, page 3, for more information on the Partial Schedule window.

*Note:* While summer school is running, users can **View Class Roster** for prior Scheduling Years from Scheduling > Courses > Courses.

*Note:* The **Summer School Closeout** will not end class enrollments when there are no final grades, so the classes must be manually dropped.
Summer School Closeout

Once Summer School is completed, it is time to initiate the Closeout process. From the Summer School, go to District > Grade Advancement. Select Summer School Closeout Process and enter the End Date for the Summer School session. Click Next.

The Grade Advancement screen will display in-district students in the Students whose Summer School will be ended field and out-of-district students in the Students to be transferred out of Summer School field. (In-district students transferred to the district’s Summer School, rather than simply enrolled in Summer School, will also be listed in the Students to be transferred out of Summer School field.)

For each field, click Select All to select all students or click individual students’ names to select some of the students.

Be sure to select the appropriate Enrollment Exit Reason for the selected Students to be transferred out of Summer School (see side note).

When finished, click Next.

Note:
Out-of-district students who transfer out of Summer School will be removed from Student Groups as part of the transfer.

Note:
Users can choose to run the Closeout process in a variety of ways:
• Separately, for all in-district students and then for all out-of-district students (most frequent choice),
• For all in-district and out-of-district students at the same time, or
• For individual in-district / out-of-district students (usually to correct errors/omissions).

Note:
If the selected Enrollment Exit Reason is (Grad-799) Graduated (earned a Regents or local diploma), an error message will be presented when selected student(s) lack a PGP, Credential Type and/or Career Path.

Edit the students’ Profiles to select the missing data.
Select the **School Year** to be printed on the student **transcripts**, then click **Submit**.

The Summer School Closeout will push the selected course options of **Summer School** and/or **Credit Recovery** to students in sections of a course with these options selected. After the Summer School Closeout has been generated, the Summer School and Credit Recovery flags will be reflected on the students’ View/Edit Previous Course screens (available from the Previous Course tab of their Student Profile). The Credit Recovery flag will also be reflected in the Credit Recovery column of the Transcript Override screen (on the Transcript tab of their Student Profile).

Users can change the Summer School and/or Credit Recovery flags for specific students via the Edit Student Previous Course screen. Users can also change the Credit Recovery flag for specific students via the the Credit Recovery column on the Transcript Override screen. Changes made for a particular student on either of these screens will be reflected on the other screen.

**Caution:**
Be sure to select the correct **School Year**, as that selection cannot be undone.

**Note:**
The Summer School Closeout process maintains the Scheduling Year in which a summer school course is taken, for state reporting purposes.
Annual Processes for Summer School Setup

The following Setup Processes must be completed before registering and/or enrolling students into the designated Summer School building within the district.

**Scheduling > School Setup**
School Setup should be run for the relevant summer school building in the upcoming school year to establish:

- School Schedule
- School Periods
- School Shifts
- School Day Pattern
- Semester Pattern

**Student > Attendance > Attendance Closeout Defaults**
Establish the Closeout Default that will be utilized for Summer School.

**District > Calendar**
Create relevant calendar events for Summer School:

- Marking Period(s)
- Holiday(s)

**District > Calendar > Setup Daycode**
Setup relevant Daycodes for Summer School. Running the Setup Daycode generator will also assign Bell times to the relevant days.

Important:
Summer School Setup should be run in the *upcoming school year*.

For more information on **School Setup**, please refer to the **Master Scheduling Phase I User Guide**.

Note:
For more information on **Attendance Closeout Defaults**, please refer to the **Attendance Setup User Guide**.

Note:
For more information on **Calendar and Setup Daycode**, please refer to the **Annual Tasks Calendar Maintenance User Guide**.
Available Attendance Reports in the Summer School Module

Teacher > Attendance
- Attendance History
- Attendance Summary

Teacher > My Students
- Excessive Absences Report

Student > Attendance
- Attendance Closeout Defaults
- Attendance Event Wizard
- Attendance Profiles
- Attendance Profile > Cumulative Custom Report
- Attendance Status by Date
- Daily Attendance Reconciliation
- Daily Attendance Status by Date
- Field Trip Wizard
- Period Attendance Reconciliation
- Period Attendance Summary

System > Attendance
- Attendance Letter Template
- Attendance Letter Job

Reports > Attendance
- Attendance Letters
- Attendance Reason Search Report
- Cumulative Attendance Summary
- Excessive Absences Report
- Perfect Attendance
- Historical Period Updates

Discipline Reports in the Summer School Module
Since in-district Summer School students are not actually registered in the Summer School building (they are only enrolled for Summer School), users need to run the Discipline Report Wizard (Student > Discipline > Discipline Report Wizard) at the district level in order to capture all relevant discipline incidents when generating the report.