PowerSchool Handbook

Summer School Maintenance

Version 6.0
June 3, 2019
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Error! Bookmark not defined.
About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Summer School/ESY staff members responsible for maintaining the Summer School database once Summer School has started. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357).

IMPORTANT! Dates and terms depicted throughout this handbook are used as examples and may not reflect the current scheduling school year or Term.
Part 1: General Information and Overview
Contact Information

For general Summer School questions or questions regarding specific Summer School procedures (i.e. if you are missing a course that should be available when creating your Master Schedule):

Lisa Sheldon
619-725-7139
lsheldo1@sandi.net
Summer School Fax - 619-260-0715

For Summer School Term, Calendar, Bell Schedules, and Period setup questions:

Isela Young
619-725-7577
iyoung@sandi.net

For Special Education assistance and ESY student placement authorization:

Naomi Lewis
619-725-7426
nlewis1@sandi.net

For questions regarding online courses and iHigh Virtual Academy:

Eunique Johnson
ejohnson7@sandi.net

For assistance with a performance issue in PowerSchool:

IT Help Desk
619-209-HELP(4357)
General Information

The following information should be communicated with any staff that will access PowerSchool for Summer School.

1. **DIFFERENT URL**

   PowerSchool Summer School is in a separate database. You will use a different URL for Summer School:
   
   - https://powerschoolsummer.sandi.net/admin

   **NOTE:** The Teacher and Parent/Student URLs are also different:
   
   - Teachers: https://powerschoolsummer.sandi.net/teachers
   - Parents/Students: https://powerschoolsummer.sandi.net

2. **SCHOOL NAME BEGINS WITH SS**

   When you log into your Summer School, you will see that the school name displayed at the top right begins with **SS**. This is a good visual cue to tell you in which database you are working.


   When working in the Summer School database, be sure that the **Term** is set to **19-20 Year (2019-2020)**

4. **BLOCKED CLASSES**

   Summer School classes must be blocked, allowing attendance to be taken multiple times a day for the same class.

5. **STUDENTS ARE BUMPED UP BY ONE GRADE LEVEL**

   Your Summer School students are copied into your Summer School database by IT, and their grade levels are bumped up by one. With the exception of ESY students who remain in their same grade level for Summer School.

   **NOTE:** Students in Grade 12 will stay in Grade 12.

   **IMPORTANT!** When enrolling new students, be sure to verify they are in the correct grade for next year.
6. **SPECIAL EDUCATION STUDENTS**

   IT moved special education students into your Summer School database based on what was entered on the ESY Registration page.

7. **ENROLLMENTS HAVE BEEN CREATED FOR SUMMER SCHOOL/ESY STUDENTS ASSIGNED PRIOR TO JUNE 6TH (4PM)**

   Beginning Monday, June 10th, all new summer registrations will need to be enrolled manually and scheduled in the *Summer School PowerSchool database*.

   School sites will continue assigning students to ESY *ONLY*. This is done in the *main Production PowerSchool database* using the *Summer function on the Student Pages*.

   IT will continue the nightly process of copying the *ESY Information* screens for new students assigned to ESY, however school sites are responsible for enrolling and scheduling the student in the *Summer School PowerSchool database*.

8. **IT WILL CLOSE ALL STUDENT RECORDS AT THE END OF SUMMER SCHOOL**

   Schools will be responsible for transferring (withdrawing) any student that stopped attending Summer School during the session. IT will run a process to close all Summer School records at the end of Summer School.
San Diego Unified Summer School Support Webpage

The district’s Integrated Youth Services webpage contains information related to the Summer School Program: https://www.sandiegounified.org/IYS

District Home Page > Staff Portal > Departments > Integrated Youth Services

Select Summer School from the navigation menu on the left.

Integrated Youth Services Division

The Integrated Youth Services Division is building educational agency, access, equity and success by designing meaningful interactions and innovative practices for all students.

Vision:

Empower, engage and inspire the development of students’ agency, resilience and voice by providing systematic services that maximize academic success, college/career and life readiness.

Summer School

2019 Summer School Program

The 2019 Summer School Program will be offered to students in grades 9-12 who need to make up D and F grades in core courses.

Please note: There is no first-time credit courses offered in summer school.

Transportation

- Transportation will not be provided for general education students.
- Extended School Year for Students with ESY noted on their IEP will be transported to the closest open site to their school of residence and will be supported through Special Education funds.
San Diego Unified PowerSchool Summer School Support Webpage

On the district’s PowerSchool Handbooks and Job Aids webpage you will find content related to specific topics [https://www.sandi.net/itd/it-resources/powerschool/powerschool-handbooks-and-job-aids](https://www.sandi.net/itd/it-resources/powerschool/powerschool-handbooks-and-job-aids).

District Home Page > Staff Portal > Technical Support/Help Desk > IT Resources > PowerSchool > Handbooks and Job Aids

Click on Summer School to see all support documents related to Summer School.
Launching PowerSchool and Signing on

Summer School PowerSchool is a different database from the regular school year (Production PowerSchool). Use the following URL to sign in to Summer School PowerSchool:

https://powerschoolsummer.sandi.net/admin

After signing in to PowerSchool Summer School, be sure to select your SS School and the Term.

- **RIGHT!**
  - After signing in, select the correct SS School and Term:
    - School: SS Crawford High
    - Term: 19-20 Year

- **WRONG!**
  - If the selected term is incorrect:
    - School: SS Crawford High
    - Term: 18-19 Year

- If you do not have access to your Summer School site, contact your Power User to assign the access you need. If you are the Power User and need access, please call the IT Help Desk at 619-209-4357.
- If you get an “Insufficient Access Privileges” message, contact your Power User to assign the access you need.
Enabling Smart Search

Smart Search is a useful feature that enables a faster search result. As search criteria is entered, Smart Search will automatically provide a list of suggestions.

1. From the Summer School Start Page, under Setup on the main menu, click Personalize.
2. Click Interface.
3. Check the boxes for Enable Smart Search and Include Inactive Student/Staff Results.
4. Click Submit.

A confirmation message will indicate the changes have been recorded.
Editing Student Demographic Information

**IMPORTANT!** The *Summer School PowerSchool database* is updated nightly. Any changes made to the Student Demographics page in Summer School will not be saved.

If a change to the Student Demographics page is needed and the student attends your school during the regular school year, the change must be made in the *main Production PowerSchool database* and the nightly process will copy it into your *Summer School PowerSchool database*.

If a change needs to be made to a student who does not attend your school during the regular year, contact the “owning” school to have them make the correction in their *main Production PowerSchool database*.

If the “owning” school is not in session, and changes must be made to the student’s Demographics page, contact:

**For district approved High School Summer School**

Lisa Sheldon  
619-725-7139  
lsheldo1@sandi.net

**For ESY**

Naomi Lewis  
619-725-7426  
nlewis1@sandi.net
Incident Management (Behavior)

Any behavior information entered in the Summer School PowerSchool database will not be copied into the main Production PowerSchool database and will not be part of the students’ behavior history.

Schools must put suspensions (and any other behavior information that should be part of the student’s behavior history) into the main Production PowerSchool database if the Summer School site has ownership of the student.

If the Summer School site does not have ownership of the student, they should forward the information (e.g., suspension form, etc.) to the student’s 2019-2020 fall school for entry into the main Production PowerSchool database.
Summer School Entry/Exit Codes

**Entry Codes**

When enrolling a student into Summer School, always use the Entry Code:

**E11 (Enter from within SDCS)**

**Exit Codes**

These codes are used in PowerSchool when transferring a student out of Summer School.

<table>
<thead>
<tr>
<th>Code Description</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>N470 (No Show-Enrollment Dropped)</strong></td>
<td>Used when student in any grade level was expected to attend Summer School but did not do so.</td>
</tr>
<tr>
<td><strong>SS (Summer School)</strong></td>
<td>Used when a student in any grade level attends part of the Summer School session, but leaves before the end of Summer School. This includes transferring to another district Summer School.</td>
</tr>
<tr>
<td><strong>999 (CENTRAL OFFICE USE ONLY)</strong></td>
<td>DO NOT USE.</td>
</tr>
</tbody>
</table>
Part 2: Managing Staff
Adding Missing Staff and Teachers

IT will set up staffing at each Summer School site based on information received from HR.

Use District Staff Search to assign staff missing from the Summer School PowerSchool database.

**IMPORTANT!** Do not add a staff member unless their assignment has been confirmed by HR. Each Summer Site will receive a list of assigned summer staff.

1. From the Summer School Start Page, select the District Staff tab.

2. Enter the staff member or teacher name.

3. Click Search.

4. Click the Assign (pencil) icon under the Assign heading.
5. Verify the correct staff member or teacher has been selected, click **Submit**.

A confirmation message will indicate the staff member or teacher was successfully assigned.

6. Click **Security Settings** to complete appropriate security access to PowerSchool.
Adding Security Access

Each staff member and teacher must have the appropriate security access to perform their duties during Summer School.

For Office Staff

On the Security Settings page, do the following:

Teachers and Affiliations tab:

- **Sign in to PowerTeacher** should *not* be checked.
- Select the **Home School** radio button for the assigned Summer School.
- Check the **Active** box for the assigned Summer School.
- Verify the **Staff Type** is correct. Change, if needed.
- Click **Submit**.

![Security Settings - Teachers and Affiliations - Smith, Jane 123456](image)
Admin Access and Roles tab:

- Check the **Sign in to Administrative Portion of PowerSchool** box.

- In the **Roles and Schools** area, verify the security **Roles (Group Name)** is appropriate for the staff member.
  - If the staff member will be fulfilling the same security **Roles (Group Name)** for Summer School, click **Submit**.
  - If the staff member will be fulfilling a **different** security **Roles (Group Name)** for Summer School, click the **edit (pencil) icon**.
- On the **Edit User Access Roles** window, select the **Use All Roles** button, and check the appropriate **Role** from the menu.

- Click **OK**.

- Back on the **Security Settings** page, verify the correct security **Roles (Group Name)** is selected, then click **Submit**.
For Teachers

On the Security Settings page, do the following:

**Teachers and Affiliations** tab:

- Check the **Sign in to PowerTeacher** box.
- Select the **Home School** radio button for the assigned Summer School.
- Check the **Active** box for the assigned Summer School.
- Verify the **Staff Type** is correct. Staff Type must be **Teacher** in order for the teacher name to appear in the Teacher Schedules menu.
- Click **Submit**.

![Security Settings - Teachers and Affiliations - Smith, Jane 123456](image)
Part 3:
Maintaining Courses
Course Section Overview

IMPORTANT! All Summer School course sections must be blocked, allowing attendance to be taken multiple times a day for the same class.

ESY Elementary Schools

- ESY Elementary school course sections are blocked for periods 1 – 4.

ESY Middle Schools

- ESY Middle School course sections are blocked for periods 1 & 2 or periods 3 & 4.

High Schools

- Core course sections are blocked for periods 1 & 2 or periods 3 & 4.  
  DO NOT USE period 5.

- ONLINE LAB sections (8155 SS School Name ONLINE LAB) are blocked for periods 1 – 4, 1 & 2, 3 & 4, and period 5. This will allow attendance to be taken only when a student shows up for support. Each Edgenuity teacher will have 4 sections of 8155 ONLINE LAB.

IMPORTANT! Students will be scheduled for the ONLINE LAB course by iHigh via the dual enrollment process (Schedule a Student at Another School).
Creating a Course Section

To create a Course Section, do the following:

1. From the Summer School Start Page, under Setup on the main menu, click School.
2. On the School Setup page, under Scheduling, click Sections.
3. Select the course from the menu on the left.
4. On the Course page, click New.
5. Complete the Edit Section page as follows:
   - Select the appropriate blocked expression (periods when the section meets).
**ESY Elementary Schools**

**Edit Section**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td>SDG NS</td>
</tr>
<tr>
<td>Course Number</td>
<td>7342</td>
</tr>
</tbody>
</table>

**Schedule**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>✓</td>
</tr>
<tr>
<td>P2</td>
<td>✓</td>
</tr>
<tr>
<td>P3</td>
<td>✓</td>
</tr>
<tr>
<td>P4</td>
<td>✓</td>
</tr>
</tbody>
</table>

Term: 2019-2020  Start Date: 07/24/2019  End Date: 08/18/2019

*Block all four periods*

**ESY Middle Schools**

**Edit Section**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td></td>
</tr>
</tbody>
</table>

**Schedule**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>✓</td>
</tr>
<tr>
<td>P2</td>
<td>✓</td>
</tr>
<tr>
<td>P3</td>
<td></td>
</tr>
<tr>
<td>P4</td>
<td></td>
</tr>
</tbody>
</table>

Term: 2019-2020  Start Date: 07/24/2019  End Date: 08/18/2019

*Block periods 1 - 2 or 3 - 4*
High Schools – Core Course Sections

![Edit Section Diagram]

Block periods 1 - 2 or 3 - 4

High Schools – ONLINE Lab Course Sections (8155 ONLY)

![Edit Section Diagram]

ONLINE Lab (8155):
Create separate sections, and block as follows:
- periods 1 - 4
- periods 1 - 2
- periods 3 - 4
- period 5
In the **Teachers – Section Lead** section, do the following:

- Click the **Add** button.
- Select the teacher name from the **Staff** menu.
- The **% Allocation** field displays **100%** by default, do not change.
- The **Start Date** and **End Date** fields display the current term dates by default, these dates can be modified.

**OPTIONAL:** In the **Teachers/Staff Additional** section, click the **Add** button to add Co-Teachers or Job Share teachers (see page 37, *Setting up a Co-Teacher or Job Share*).

- Enter the **Room** number.

- Leave **Section Number** blank, the system will assign a section number automatically.

- Enter **Maximum Enrollment**.

**REMINDER:** If the teacher has multiple sections in the same blocked periods (stacked classes), the **total combined max enrollment** must not exceed 36.
- Select the appropriate **Program** for Summer School (**SS schoolname** CE).
  **IMPORTANT!** The Program must be selected in order to submit the page. Failure to do so will result in a validation error.

- In **Record Attendance Using Attendance Mode** section, select **Each Meeting Separately**. This allows attendance to be taken each hour.

- Use the default values for the remaining fields.

  6. Click **Submit**.
Editing a Course Section

Changes to teachers, expressions (periods), or rooms are done on the Edit Section screen.

1. From the Summer School Start Page, under Functions on the main menu, click Teacher Schedules.

2. Select the teacher from the menu.

3. On the Teacher Schedule page, click the Section # of the section to be edited.
4. Make the necessary changes to the Edit Section screen.

5. Click Submit.
Deleting a Course Section

IMPORTANT! Sections cannot be deleted once Summer School has started and attendance taken.

To CLOSE a section after attendance has been taken, drop the students as of the day after the last day of attendance, and edit the room number to “CLOSED” (See page 34, Editing a Course Section).

To DELETE a section BEFORE Summer School has started, do the following:

1. Withdraw all students from the section. Students must be dropped with an Exit Date which matches the Entry Date for the class. This will delete the student enrollment record. (See page 61, Dropping Multiple Students from a Class).

2. On the Teacher Schedule page, click the Section # of the section to be deleted.

3. On the Edit Section page, click Delete Section. Click to Confirm Delete.

NOTE: The Delete Section button is not available if the section contains any students who had a prior schedule change, or attendance exists for the section.
Setting up a Co-Teacher or Job Share

If someone other than the Lead Teacher needs to enter attendance, add assignment scores, or enter final grades, they must be added as a Co-teacher or Job Share. Once the role is added, the designated teacher will be able to complete tasks in the PowerTeacher and PowerTeacher Gradebook.

A certificated teacher must be listed as the Lead Teacher for a section.

1. From the Summer School Start Page, under Functions on the main menu, click Teacher Schedules.

2. Select the teacher from the menu.

3. On the Teacher Schedule page, click the Section # of the section to be edited.
4. Complete the **Edit Section** page as follows:
   - In the **Teachers/Staff Additional** section, click the **Add** button.
   - Select the name of the teacher from the **Staff** drop-down.
   - Select the appropriate role from the **Role** drop-down.

5. Click **Submit**.
Part 4: Enrolling Students
Enrolling Students Overview

Beginning Monday, June 10th, all new summer registrations will need to be manually enrolled and scheduled in the Summer School PowerSchool database.

IMPORTANT! ESY students may NOT be enrolled into, or transferred out of an ESY school BEFORE calling the Special Education Department. Contact Naomi Lewis at (619)725-7426 or email nlewis1@sandi.net

**Students Active at a District Summer School Other than Yours:**

**Before the start of Summer School:** Use the District Search/Student Transfer process to enroll a student currently Active at another Summer School.

**After Summer School begins, and attendance has been taken:** You must have the other school Transfer Out the student before you can use the District Search/Student Transfer (Re-Enroll) process.

**Students New to the District:**

First enroll the student in the main Production PowerSchool database for 2019-2020 using the first day of school in the fall. Once the student is enrolled, IT will run a nightly process to place the student in to the Summer School PowerSchool database as an Inactive student. The next day, the inactive student can be enrolled in the appropriate Summer School using the District Search/Student Transfer process.

**Students Currently Attending Private Schools:**

Per the San Diego Unified legal department, any private school student who lives in our district boundaries and pays property taxes to support our schools, must be allowed our Summer School program if there is space available.

*They must fill out ALL necessary paperwork to fully enroll for 2019-2020* using the first day of school in the fall. After their application is complete and entered in the main Production PowerSchool database, the nightly process will place the student in to the Summer School PowerSchool database as an Inactive student. The next day the inactive student can be enrolled using the District Search/Student Transfer process.

**NOTE:** In the case above, if the student is enrolled in the main Production PowerSchool database as a new student only to attend a district Summer School and will not be attending school in the fall, the student will need to be Transferred Out of the main Production PowerSchool database with the code of N470 (No-Show – Enrollment Dropped).
Transferring a Student who is Currently Active at Another Summer School

**Before the start of Summer School:** Use the District Search/Student Transfer process to enroll a student *currently Active at another Summer School*.

**After Summer School begins, and attendance has been taken:** You must have the other school *Transfer Out* the student before you can use the District Search/Student Transfer (Re-Enroll) process.

1. From the **Summer School Start Page**, select the **District Students** tab.

2. Enter the student name, click **Search**.

3. On the **District Search Results** page, click the **transfer (pencil) icon** under the **School** heading.

Colored icons on the **Student Transfer** page indicate your progress through each step:

- The **green circle** indicates the current step.
- The **red circle** indicates which steps are coming next.
- The **green checkmark** displays once the step is completed.
4. Complete the **Transfer Student Out** tab as follows:

   - **Transfer comment (optional):** Enter a Transfer comment, if applicable.
   - **Exit Date:** Enter today’s date.
   - **Exit Code:** Select N470 (No Show – Enrollment Dropped) from the drop-down menu.
   - Click **Submit**, then click **Confirm Submit**.

   **NOTE:** if the student has attendance at the other school, an Alert will prompt calling the other school to have the student transferred out.

   An **Alert** will indicate the student has been transferred.

5. Click **Back**.
Step 1 is complete. The student has been transferred out of their current school and is ready to be transferred to your school.

6. Select the Transfer to School tab or click the blue Transfer to School link in Step 2.

7. Click Submit.

An Alert will indicate the student is now Inactive at your school.

8. Click Back.
Step 2 is now complete. The student has been transferred and is Inactive at your school and ready to be re-enrolled.

9. Select the Re-Enroll in School tab or click the blue Re-Enroll in School link in Step 3.

10. Complete the Re-Enroll page as follows:

- **Entry Date**: Enter the student’s first expected day of attendance.

  **NOTE**: A validation error will indicate if the Entry Date does not fall within your school’s calendar.

- **Entry Code**: Enter the appropriate Entry Code.

- **Entry Comment (optional)**: Enter an Entry comment, optional.

- **Grade Level**: Students are bumped up by one grade level, with the exception of ESY students, and current 12th grade students.

11. Click *Submit*. 
Step 3 is now complete. The student is enrolled at your school.

12. On the Student Transfer page, click Make this student the current selection to continue to schedule the student for classes.
Transferring an Inactive Student

**IMPORTANT!** When searching for an Inactive student, the grade level displayed is the last grade the student was in when they transferred out and became Inactive. *Be sure to enter the correct grade level when re-enrolling the student.*

1. From the **Summer School Start Page**, select the **District Students** tab.
2. Enter the student name, click **Search**.
3. On the **District Search Results** page, click the *transfer (pencil) icon* under the **School** heading.

Notice that **Step 1: Transfer student out of their current school** is already complete.

4. Select the **Transfer to School** tab or click the blue **Transfer to School** ink in Step 2.
5. Click Submit.

### Student Transfer

<table>
<thead>
<tr>
<th>Transfer Student Out</th>
<th>Transfer to School</th>
<th>Re-Enroll in School</th>
</tr>
</thead>
</table>

To transfer this student to your school, please follow the directions below:
- Step 1: Transfer student out of their current school. Done!
- Step 2: Use this page to transfer this student to your school.
- Step 3: Use the Re-Enroll in School tab to enroll this student at your school.

<table>
<thead>
<tr>
<th>Who will be transferred</th>
<th>Street, Picabo (654321)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To which school?</td>
<td>SS Crawford High</td>
</tr>
</tbody>
</table>

Note: The student must have already been transferred out of this school (be inactive) to use this function.

6. An Alert will indicate the student is now inactive at your school.

7. Click Back.

### Alert:

- Street, Picabo is now an inactive student at SS Crawford High

Step 2 is now complete. The student has been transferred and is Inactive at your school and ready to be re-enrolled.

8. Select the Re-Enroll in School tab or click the blue Re-Enroll link in Step 3.
8. Complete the Re-Enroll page as follows:
   
   - **Entry Date**: Enter the student’s first expected day of attendance.  
     
     **NOTE**: You will receive a validation error if the Entry Date does not fall within your school’s calendar.
   
   - **Entry Code**: Enter the appropriate Entry Code.
   
   - **Entry Comment (optional)**: Enter an Entry comment, if applicable.
   
   - **Grade Level**: Select the correct grade level. Students are bumped up by one grade level, with the exception of ESY students, and current 12th grade students.

   ![](student-transfer.png)

   **Step 3 is now complete.** The student is enrolled at your school.

9. On the Student Transfer page, click **Make this student the current selection** to continue to schedule the student for classes.

   ![](student-transfer.png)
Part 5: Transferring Students out of Summer School
Transfer Out Student Overview

**IMPORTANT!** If an ESY student needs to change schools, call Naomi Lewis in the Special Education Department (619)725-7426 for authorization.

- Before transferring out a student, it is *strongly* recommended that the student’s attendance history is printed and kept on file.

  *Always use the day *AFTER* the student’s last day of attendance as their Exit Date.*

**IMPORTANT!** Students should be marked *PRESENT* on last day.
Transfer Out of Summer School

To Transfer a student out of Summer School, do the following:

1. From the **Summer School Start Page**, make a student selection.

2. On the **Student pages menu**, under **Enrollment**, click **Functions**.

3. Select **Transfer Out Of School**.

4. Complete the **Transfer Student Out** page:
   - **Transfer comment**: OPTIONAL.
   - **Exit Date**: Enter the appropriate **Exit Date**. This should be the day **AFTER** the student’s last day in class.
   - **Exit Code**: Select **SS (Summer School)** from the drop down menu.

**NOTE**: If a validation notice indicates the student has future attendance records, check the box to delete all future attendance records.

**IMPORTANT!** Be sure the **Exit Date** is one day **AFTER** the last day of actual attendance. The day before the exit date must have at least one period of valid attendance.

**DO NOT EXIT** a student the day after a 100% absent day. This causes overlapping enrollments that must be fixed from the backend.

5. Click **Submit**.
Transferring Out a No Show Student

A student who is enrolled for Summer School, but never shows up for class is a **No Show**.

1. From the **Summer School Start Page**, search for the student.
2. On the **Student pages menu**, under **Enrollment**, click **Functions**.
3. On the **Functions page**, click **Transfer Out Of School**.
4. Complete the **Transfer Student Out** page:
   - **Transfer comment**: OPTIONAL.
   - **Exit Date**: Enter the *same day as the Entry Date*.
   - **Exit Code**: Select **N470 (No Show – Enrollment Dropped)** from the drop-down menu.

**NOTE**: If a validation notice indicates the student has future attendance records, check the box to delete all future attendance records.

5. Click **Submit**.

![Image of Transfer Student Out page with highlighted instructions for entry date and exit code selection.](image-url)
Part 6: Student Scheduling
Determining ESY Class Assignments

There are two ways to view the student's ESY class placement:

- Check the **Summer School and ESY Registration** screen on the Student page
- Use the **ESY Assigned Students List** Report

### Using the Summer School and ESY Registration Screen

1. From the **Summer School Start Page**, make a student selection.
2. On the **Student pages menu**, under **Scheduling**, click **Summer**.
3. Select the **ESY Registration** tab, click the **ESY Registration** link.

![Image of ESY Registration Screen]

4. On the **ESY page**, select the **Assignment** tab.

![Image of ESY Assignment Screen]
Using the ESY Assigned Student List Report

1. From the Summer School Start Page, under Reports on the main menu, select System Reports.

2. Select the sqlReports4 tab.

3. Expand the Summer School heading and select ESY Assigned Student List - SS.

4. Click Submit.

The student's assignment should be 5th grade Mild/Moderate.
Enrolling One Student into a Class

Use the **Modify Schedule** page to add classes to a student’s schedule.

1. From the **Summer School Start Page**, make a student selection.

2. On the **Student pages menu**, under **Scheduling**, select **Modify Schedule**.

3. Select the **Effective Enrollment Date**. This date MUST be the student’s first day of attendance.

4. Search for courses by selecting a specific period from the **Period** menu, or **All** to see a list of all available courses.

5. Click **Find**.

6. Verify the **Enroll Date** is correct, change if needed. Click on the appropriate **Course Name**.

![Modify Schedule - Enrollments](image)

![Available Courses](image)
7. The **Modify Schedule – Enrollments** screen will display and the student will be enrolled in that class.
Mass Enrolling Students in a Class

Use the Mass Enroll group function to enroll a group of students in the same class.

1. From the Summer School Start Page, select a group of students.

2. Below the Current Student Selection, click the Select Functions button.

3. Select Mass Enroll from the menu.

4. Use any filter to search for available classes, or leave the default values set to All to search for all available classes.

5. Click Search.
6. Select the appropriate **Course Name**.

7. On the **Mass Enroll Preview** screen, verify the **Entry Date**, change if needed.

8. Click **Enroll Students**.
Dropping One Student from a Class

Use the Modify Schedule page to drop classes from a student’s schedule.

**NOTE:** When dropping students prior to deleting a course section, the student’s class enrollment must be deleted, first. Use an Exit Date that matches the Entry Date.

1. From the Summer School Start Page, make a student selection.
2. On the Student pages menu, under Scheduling, select Modify Schedule.
3. Select the Drop checkbox of the class to be dropped.
4. Click Drop Selected.
5. Enter the Exit Date, which should be the day after the student’s last day of class.
6. Click Drop Classes.

An Alert message will indicate if the student has attendance on or after the drop date. Click the delete button to delete the attendance. Then click Confirm delete.
Dropping Multiple Students from a Class

In order to balance classes or close sections, a group of students may need to be dropped from one section. To drop multiple students, do the following:

1. From the Summer School Start Page, under Functions on the main menu, select Teacher Schedules.
2. Select the teacher from the menu.
3. On the Teacher Schedule page, click the Enrollment Number to open the class roster.
4. On the Class Roster page, a check in the Select All box will select all Active students in this section.
   
   **NOTE:** To select a group of students, remove the check from the Select All box, then select individual students.
5. Click Drop from this Class.
6. On the Drop Students Preview page, verify the Exit (drop) Date is the day after the students were in class.

**IMPORTANT!** If dropping students to delete the section, the Exit Date must match the Entry Date for the section. This will delete the student enrollment record.

7. Check Clear Attendance on and after the Exit Date.

8. After verifying the information is correct, click the Drop Students button.

If you select the Drop Students and Reschedule button, proceed to page 58, Mass Enrolling Students in a Class.
For Students Taking Online Courses

iHigh Virtual Academy is the school of enrollment for all students taking online courses. You will not enroll or schedule students in your school if they are taking online courses.

IMPORTANT!

If you need to make a change to a student that has online courses, contact Eunique Johnson, Online Program Manager at ejohnson7@sandi.net
Part 7: Managing Attendance
### Summer School Attendance Codes

The following table lists attendance codes used in PowerSchool for Summer School.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>PRESENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Present</td>
<td>Present</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
<td>Absent</td>
</tr>
<tr>
<td>T</td>
<td>Tardy</td>
<td>Present</td>
</tr>
<tr>
<td>S</td>
<td>Suspended</td>
<td>Absent</td>
</tr>
</tbody>
</table>
Attendance Tasks Overview

Summer School is **positive attendance**. This means teachers will have to manually select the attendance code for each student for each period in the day. Teachers will mark the student **Present, Absent, or Tardy**.

Summer School attendance must be **posted every hour**. Summer School teachers will post attendance four times each day, for each class section.

- Teachers are expected to use **PowerTeacher** to post attendance for all four periods.
- The office staff is expected to complete the following attendance tasks:
  - For **Summer School**, phone calls to clear unverified absences in PowerSchool are not required.
  - Print **Attendance Rosters** and distribute to Visiting teachers. (See page 69, **Printing Attendance Rosters**)
  - Enter **Attendance Roster** data in **Summer School PowerSchool**. **IMPORTANT!** The Attendance Roster must be **signed and dated by the visiting teacher**.
  - During the day: Determine which teachers have not posted attendance. Generate a **PowerTeacher Attendance report** during each period of the day, to check which teachers have not taken attendance for that period. Notify those teachers to post their attendance.
  - At the end of the day: Print the **PowerTeacher Attendance report** for all periods. The purpose of the report is to show that attendance was taken by every teacher. *The only names that should appear on the list are teachers who had substitutes for the day.*
    - This report must be **signed, dated, and retained for auditing purposes**. Attach any signed substitute rosters to the report. (See page 76, **PowerTeacher Attendance report**)
    - **IMPORTANT!** If teacher names appear on the report and they did not have a substitute teacher, the report must be reviewed, signed and dated by the Principal or Vice Principal before it is filed.
  - Every Friday: After all attendance has been posted, print the **CE Weekly Attendance Summary** report and distribute to all teachers.
    - Teachers must verify the attendance, make any corrections and initial, sign the rosters, and return them. These rosters are kept on file at the site. (See page 79, **CE Weekly Attendance Summary** report).
- The **CE Hourly Attendance** report is to be run *only* for Special Education ESY students on the last day of the Summer School session, after all attendance has been entered.

  The signatures of both the clerk and the principal are required on the report. Send the originals to the **Pupil Accounting Office, Ed Center, Room 3110**. Keep a copy for your records. The copy is kept on file at the site.

  (See page 85, **CE Hourly Attendance Report for Special Education ESY Students Only**)

  **NOTE:** The following schools will run the report for **ALL students only**:

  - All ESY Elementary & Middle Schools
  - SS Home & Hospital/Transition Support
  - SS Riley/New Dawn
  - SS Twain High
  - SS Whittier K-12

- The **CE Monthly Attendance** report must be run *only* for Special Education ESY students on the last day of the Summer School session, after all attendance has been entered.

  The signatures of both the clerk and the principal are required on the report. Send the originals to the **Pupil Accounting Office, Ed Center, Room 3110**. Keep a copy for your records. The copy is kept on file at the site.

  (See page 89, **CE Monthly Attendance Report for Special Education ESY Students Only**)

  **NOTE:** The following schools will run the report for **ALL students only**:

  - All ESY Elementary & Middle Schools
  - SS Home & Hospital/Transition Support
  - SS Riley/New Dawn
  - SS Twain High
  - SS Whittier K-12
Printing Attendance Rosters

Use the Attendance Roster report to create class rosters or roll sheets for some or all of the teachers in your school.

1. From the Summer School Start Page, under Reports on the main menu, click System Reports.

2. Select the SDUSD tab.

3. Choose Attendance Roster.

4. On the Attendance Roster page, do the following:
   
   - Enter the Date. Printed weekly roster will include this date.
   - Make a teacher selection, or select All Teachers.
   - Check specific Periods, or leave blank to print rosters for all periods.

5. Click Submit.

IMPORTANT! Before printing, follow the instructions written in red at the top of the report.
Entering Attendance from Attendance Roster

Enter attendance into Summer School PowerSchool for all Visiting Teachers who used the Attendance Roster.

1. From the **Summer School Start Page**, under **Functions** on the main menu, click **Teacher Schedules**.

2. Select the teacher from the menu.

3. Click the chair icon.

![Teacher Schedule - Jetson, George 123456](image)
IMPORTANT! For Summer School, an attendance code **MUST BE ENTERED** for every student; either P(Present), A (Absent), or T (Tardy). Attendance fields cannot be left blank.

4. Select the appropriate **Attendance Code** from the drop down menu.

5. Select the appropriate **Date and Period** from the drop down menu.

6. Click the attendance field next to each student to enter the appropriate **Attendance Code**.

7. Click **Submit**.
Entering Attendance for One Student

To enter or change attendance data for an individual student, do the following:

1. From the Summer School Start Page, make a student selection.

2. On the Student pages menu, under Academics, click Enter Attendance.

3. On the Edit Interval Attendance screen:
   - Select the appropriate attendance code from the Current attendance code drop-down menu.
   - Click the Attendance field, or select Set All to apply the attendance code to each period.

4. Click Submit. **NOTE:** The submit button is disabled until a change is made.
Part 8: Attendance Reports
PowerTeacher Attendance Report

**During the day:** Generate the **PowerTeacher Attendance** report during each period of the day. Notify teachers who have not posted their attendance.

**At the end of the day:** Print the **PowerTeacher Attendance report** for all periods. The purpose of the report is to show that attendance was taken by every teacher. *The only names that should appear on the list are teachers who had substitutes for the day.*

This report must be **signed, dated, and retained for auditing purposes**. Attach any signed substitute rosters to the report.

**IMPORTANT!** If teacher names appear on the report and *they did not have a substitute teacher*, the report must be reviewed, signed and dated by the Principal or Vice Principal before it is filed.

1. **From the Summer School Start Page**, under **Functions** on the main menu, click **Attendance**.
2. **On the Attendance page**, select **PowerTeacher Attendance**.
3. **On the PowerTeacher Attendance screen**, do the following:
   - Select the **Date**.
   - Make a **Period** selection.
   - Click **Submit**.

![PowerTeacher Attendance Report](image-url)
4. On the Report Queue page, Refresh the screen until the report is Completed.

5. Right-click the View link, and choose Open Link in New Tab.
Single Student Attendance Report (Optional)

This report shows a single student’s detailed summary of attendance.

1. From the **Summer School Start Page**, make a student selection.

2. On the **Student Pages menu**, under **Academics**, click **Attendance**.

3. On the student’s **Attendance** Page, click the **print Icon** in the upper right corner.

---

![Attendance Report Example](image-url)
CE Weekly Attendance Summary

After attendance has been posted on Friday, print the CE Weekly Attendance Summary report and distribute to the teachers.

Teachers must verify the attendance for that week, make corrections, sign the report, and return them. These reports are then kept on file.

1. From the PowerSchool Summer Start Page, under Reports on the main menu, click System Reports.

2. On the System tab, under the Attendance for Continuation and Independent Study Schools section, click CE Weekly Attendance Summary.

3. On the CE Weekly Attendance Summary screen, do the following:
   - Teachers: select ALL TEACHERS.
   - Period(s): Leave blank.
   - Weeks: select the appropriate week segment.
   - Enter the following under Attendance Codes:
     - Present: Enter P,T
     - Absent: Enter A,S.

IMPORTANT: Enter UPPERCASE letters only, comma delimited, and no spaces.
Audit Students: Currently Enrolled in Class

Include Student Number: check the box
Include Verification Line: check the box

HINT! Check all five boxes to the far right to save as default settings.

4. Click Submit.
5. On the **Report Queue** page, **Refresh** the screen until the report is **Completed**.

6. Right-click the **View link**, and choose **Open Link in New Tab**.

7. **Print and distribute these rosters to teaching staff**, Teachers must verify the attendance, make any corrections and initial, sign the rosters, and return them.

   **IMPORTANT!** Make necessary attendance changes in PowerSchool based on the teacher’s corrections.

   File these reports with the other Summer School reports for auditing purposes.
Part 9: End of Summer School Reports
End of Summer School Reporting

On the last day of your Summer School session, after all attendance has been entered for the entire Summer School session, run the following two reports for Special Education ESY students only:

- CE Monthly Attendance Report
- CE Hourly Attendance Report

Follow the instructions on the following pages to run and print the reports.

The signatures of both the clerk and the principal are required on the report. Send the originals to the Pupil Accounting Department, Ed Center, Room 3110. Keep a copy of the report for your records. The copy is kept on file at the site.

**NOTE:** The following schools will run these two reports for **ALL students only**:

- ESY Elementary and Middle Schools
- SS Home & Hospital/Transition Support
- SS Riley/New Dawn
- SS Twain High
- SS Whittier K-12

**IMPORTANT!** High Schools must search for ESY students prior to running these reports.
Search for ESY Students – HIGH SCHOOLS ONLY

High Schools must search for ESY students prior to running the CE Hourly and CE Monthly Attendance Reports.

1. On the **Summer School Start Page**, enter the following search command:

   ```
   U_STUDENTS_ESY_ASSIGN.ESY_School_Number>
   ```

2. The students who meet the search criteria will appear as the **Current Student Selection**.

![Search Page Example](image-url)
CE Hourly Attendance Report for ESY Students Only

To run the CE Hourly Attendance report, do the following:

1. From the PowerSchool Summer Start Page, under Reports on the main menu, click System Reports.

2. On the System tab, under the Attendance for Continuation and Independent Study Schools section, click CE Hourly Attendance.

3. On the CE Hourly Attendance screen, do the following:
   - Select Reporting Period*: Select User Defined Start and End Dates
   - Manually enter the start date and end date for your summer session:
     - Most ESY Elementary and Middle Schools: 7/24/2019 – 8/18/2019
   - Students to Include*:
     - High Schools ONLY: Select The Selected (number) Students Only
     - All other schools: Select All Students
• **Sort by Grade**: select No.

• **Click Submit**.

4. On the **Report Queue** page, **Refresh** the screen until the report is **Completed**.

5. **Right-click** the **View link**, and choose **Open Link in New Tab**.
6. Print and staple the report.

The signatures of both the clerk and the principal are required on the report.

Send the original report to the Pupil Accounting Department, Ed Center, Room 3110. Keep a copy of the report for your records. The copy is kept on file at the site.
CE Monthly Attendance Report for ESY Students ONLY

To run the **CE Hourly Attendance** report, do the following (**NOTE:** This report may take up to 15 minutes to complete):

1. From the **PowerSchool Summer Start Page**, under **Reports** on the main menu, click **System Reports**.

2. On the **System tab**, under the **Attendance for Continuation and Independent Study Schools** section, click **CE Monthly Attendance**.

3. On the **CE Monthly Attendance** screen, do the following:

   - Leave all **Grades** unchecked

   - **Select Reporting Period**: Select **User Defined Start and End Dates**

   - Manually enter the **start date** and **end date** for your summer session:

     - **Most High Schools**: 6/17/2019 – 7/26/2019

     - **Most ESY Elementary and Middle Schools**: 7/24/2019 – 8/18/2019

   - **Students to Include**: 

     - **High Schools ONLY**: Select **The Selected (number) Students Only**

     - **All other schools**: Select **All Students**

4. Click **Submit**.
5. On the Report Queue page, Refresh the screen until the report is Completed.

6. Right-click the View link, and choose Open Link in New Tab.
7. Print and staple the report.

The signatures of both the clerk and the principal are required on the report.

Send the original report to the Pupil Accounting Department, Ed Center, Room 3110. Keep a copy of the report for your records. The copy is kept on file at the site.
Part 10: Additional Summer School Reports
Printing Student Schedules

Use this report to print schedules for one students or a group of students.

1. From the Summer School Start Page, make a student selection.
2. Below the Current Student Selection, click the Select Functions button.
3. Select Print Reports from the menu.
4. Click Student Schedule from the drop-down menu.
5. Click Submit.
6. From the Report Queue, once the Status of the report is Completed, right-click on View and select Open Link in New Tab.

7. Print Schedules.

![Report Queue (System) - My Jobs](image)

---

![Student Schedule as of 06/17/2019 SS Crawford High](image)
Secondary Transcript – Unofficial (for scheduling purposes)

There are two methods to print an unofficial transcript for a single student:

- Printing from Historical Grades
- Printing from System Reports

Printing from Historical Grades

1. On the Summer School Start Page, make a student selection.
2. On the Student Pages, under Academics, click Historical Grades.
3. Select the Transcript button.

The transcript has three optional settings that may be selected for display on transcript. Defaults have been left unchecked for user selection.

4. Select an option:
   - Include Class Rank – Will not list for Summer School.
   - Include CAHSEE Assessment – Will be displayed if one exists.
   - Include Work in Progress – Will include all summer classes the student may be working towards.
5. Unofficial is the default Watermark setting
6. Click Generate Transcripts.
Printing from System Reports

1. On the **Summer School Start Page**, under **System Reports** on the main menu, select the **SDUSD** tab.

2. On the **SDUSD** tab, click on **Transcripts**.

3. On the **Student Transcripts** page, previously selected student will appear as the Current Selection. To select a new single student, type their name in the search field, or scroll through the list of students to find them.

4. Select an option:
   - **Include Class Rank** – Will not list for Summer School.
   - **Include CAHSEE Assessment** – Will be displayed if one exists.
   - **Include Work in Progress** – Will include all summer classes a student may be working towards.

5. **Unofficial** is the default **Watermark** setting

6. Click **Generate Transcripts**.
### Summer School – Unofficial Transcript (for scheduling purposes)

<table>
<thead>
<tr>
<th>Course</th>
<th>Year</th>
<th>Grade</th>
<th>Credit</th>
<th>Course</th>
<th>Year</th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Diego SCPA</td>
<td>10-10</td>
<td></td>
<td></td>
<td>San Diego SCPA</td>
<td>10-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 1 (P)</td>
<td>A</td>
<td></td>
<td>1.00</td>
<td>BIOL 1 (P)</td>
<td>A</td>
<td></td>
<td>1.00</td>
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<tr>
<td>ENGLISH 1 (P)</td>
<td>A</td>
<td></td>
<td>1.00</td>
<td>PHYS 1 (P)</td>
<td>A</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>PHYS 5 (P)</td>
<td>A</td>
<td></td>
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</tr>
<tr>
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<td>SS San Diego SCPA</td>
<td>10-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R CHEMISTRY 1 (P)</td>
<td>F</td>
<td></td>
<td>0.00</td>
<td>ENGLISH 2 (P)</td>
<td>C</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>PHYS 2 (P)</td>
<td>A</td>
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<td></td>
<td>1.00</td>
</tr>
<tr>
<td>PHYS 3 (P)</td>
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<td>SPIE 2 (P)</td>
<td>A</td>
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</tr>
<tr>
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<td>F</td>
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<td>0.00</td>
<td>ENGLISH 3 (P)</td>
<td>C</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>PHYS 4 (P)</td>
<td>A</td>
<td></td>
<td>1.00</td>
<td>PHYS 3 (P)</td>
<td>A</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>CHEMISTRY 3 (P)</td>
<td>F</td>
<td></td>
<td>0.00</td>
<td>ENGLISH 4 (P)</td>
<td>C</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>PHYS 5 (P)</td>
<td>A</td>
<td></td>
<td>1.00</td>
<td>ENGLISH 5 (P)</td>
<td>C</td>
<td></td>
<td>1.00</td>
</tr>
</tbody>
</table>

**GPA Summary**

- GPA Type
- GPA Credits Attempted
- GPA Credits Earned
- GPA Credits Earned
- Total GPA
- Total GPA
- Total GPA

**Assessments**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/22/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current Summer School courses.**

**NOTE:** Include Work in Progress must be selected before you generate transcript.

**Student Notes/Remarks**

For Summer School scheduling use only: Date: 05/31/2018

School: DS Morse High

Unofficial transcript
High School Summer School Reports

Running reports from the *Summer School PowerSchool database* will list all students active at your summer school.

To run these reports click **System Reports**, select the **sqlReports** tab, then expand the appropriate report heading.

**From Another School, Taking Classes Here**

This report provides student schedule information for students taking classes at your school, who are enrolled in iHigh Virtual Academy.

Found under **Scheduling** reports.

**Historical Grades from Production**

This report displays Historical grades that may or may not appear on a student transcript. This data is not to be considered a full and complete academic record.

Found under **Summer School** reports.

**Possible Scheduling Errors**

This report lists active or pre-registered students who fall into the following categories:

- Students who are scheduled into a class different to the course requests.
- Unscheduled students with or without course requests.

*Please note*: course request changes in the regular PowerSchool environment come through to Summer School via an overnight process.

Found under **Summer School** reports.

**Scheduled into Completed Courses – SS**

This report will work after the commit and will be used to identify students who have been scheduled into a course where they received a grade of ‘C’ or better.

Found under **Summer School** reports.

**Students Primary School and Grade**

This report displays the student's primary school and grade level.

Found under **Summer School** reports.
**Summer School Incomplete Schedules SS Only**

To find students who are registered in Summer School, and have been scheduled in the wrong class or have an incomplete schedule.

Found under Summer School reports.

**Summer School Master Schedule Counts by Course**

This report is a listing of courses in your master schedule. The counts are combined total of students scheduled in a course.

Found under Summer School reports.

**Summer School Registration – SS**

This report will list all students at your home school that are enrolled in Summer School.

Found under Summer School reports.

**Summer School Registration Counts – SS**

This report lists counts of students registered for Summer School.

Found under Summer School reports.

**Summer School Registration Errors - SS**

This error report lists Active/Pre-Registered students who do not have any summer courses registered, or Inactive students with a summer registration.

Use the 'Error' column to see the type of error for that row.

This report should be run until report is returned with zero records. The way to fix this report is to either pre-register or enroll a student into your school or remove the tag for summer school.

Found under Summer School reports.

**Summer School/ESY Missing Enrollments**

This report lists all student who are tagged for Summer School/ESY but are not enrolled.

Found under Summer School reports.
ESY Reports

Running reports from the Summer School PowerSchool database will list all students active at your summer school.

To run these reports, select System Reports from the main menu, select the sqlReports tab, then expand the Summer School heading.

**ESY Assigned Counts**

This report provides registration ESY School assignment counts by Current School.

**ESY Assigned Student List**

This report lists ESY eligible students that have been assigned with an ESY school.

**ESY Bus Monitor Information/ESY Bus Monitor Information – SS**

This report lists Bus Monitor Information details for ESY Students who have been assigned an ESY School. This report can be used to assist with the number of Para Educators needed.

**ESY Incomplete Schedules**

This report lists students that have been registered into ESY, and either have been scheduled into the wrong class or have an incomplete schedule. Use this report to confirm that all students are scheduled into their correct class.

**Summer School/ESY Missing Enrollments**

This report lists all students who are tagged for Summer School/ESY but are not enrolled.