

# Summer School Setup Guide

---

PowerSchool 8.x  
Student Information System

**Released June 2014**

Document Owner: Documentation Services

This edition applies to Release 8.0.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).

Copyright © 2014 Pearson Education, Inc. or its affiliates. All rights reserved. All trademarks are either owned or licensed by Pearson Education, Inc. or its affiliates. Other brands and names are the property of their respective owners.

# Contents

<b>Introduction</b> .....	<b>4</b>
<b>Overview</b> .....	<b>5</b>
Process Outline .....	5
<b>Summer School Setup</b> .....	<b>7</b>
Overview.....	7
Tasks to Complete Prior to Summer School .....	7
Configure Summer School.....	9
Create Teacher Assignments.....	26
Final Grade Setup.....	28
Course Sections .....	29
Current School Reports .....	33
Storing Grades.....	33
Back Up PowerSchool Data .....	37
<b>Summer School Transfer Process</b> .....	<b>38</b>
Transfer Active Teachers .....	38
Transfer Active Students .....	38
Enroll Transferred Students in Summer School .....	40
Multiple Sequential Summer Schools .....	41
Assigning Student Schedules .....	42
Summer School Reports.....	44
Storing Grades for Summer School.....	45
Back Up PowerSchool Data .....	45
Transfer Stored Grades .....	45
Assign Teachers Back To Originating School .....	46
Transfer Students Back to Originating School.....	46
<b>End-of-Year Process</b> .....	<b>48</b>

# Introduction

## Purpose

This document outlines setup and management of summer school, and provides PowerSchool system administrators and users with basic information to manage the summer school features in PowerSchool. For more detailed information on specific setup information, see the PowerSchool online help.

## Audience

This document is intended for PowerSchool system administrators and users with a basic understanding of the PowerSchool application.

## Overview

This document outlines the process for implementing summer school within a PowerSchool district.

These guidelines assume that summer school takes place after the end of the originating school term. For instance, if the current school year is 2011-2012, summer school takes place after the end of semester two, but prior to the end-of-year process, in which case the summer school records will be tied to the 2011-2012 school year, and not the 2012-2013 school year.

The summer school setup as outlined does not impact the use of PowerScheduler, assuming that all student indicators are set correctly, and the process outlined in this document is followed in order.

## Process Outline

The following chart provides a chronological listing of the steps included in this document and any associated time constraints. Print this chart and use it to keep track of the summer school process.

**Note:** Start this process at any time throughout the current school year. The steps are chronological and must be followed in order, noting any associated time constraints. PowerSchool does not support dual enrollment, therefore any student and teacher movement from the active school to the summer school must occur after the last day of the active school year. Additionally, modifying the school to which a teacher is assigned affects the use of that teacher within PowerScheduler.

Status	Operation	Constraints
	Create summer school(s).	None
	Set up summer school year and term.	None
	Set up courses.	None
	Set up final grades in summer school.	None
	Verify student indicators.	Prior to transferring students to summer school.
	Generate reports in active school.	After end of originating school year.
	Permanently store grades in active school.	After end of originating school year.
	Back up PowerSchool.	Prior to transferring student/teachers to summer school.
	Create teacher records in	After end of originating school year; prior to start

Status	Operation	Constraints
	summer school. If your district is using PowerSchool 7.8 or above, assign teachers to summer school.	of summer school term.
	Create sections in summer school.	After teacher of section is assigned to summer school.
	Mass transfer students out of originating school.	After end of originating school year. Prior to transferring student to summer school.
	Mass transfer students to summer school.	Prior to start of summer school term.
	Mass enroll students in sections.	Prior to start of summer school term.
	Generate reports in summer school.	After end of summer school term. Prior to storing grades.
	Permanently store grades in summer school.	After end of summer school term. Prior to end-of-year process.
	Back up PowerSchool.	Prior to transferring stored grade records to originating school.
	Make summer school teachers inactive. If your district is using PowerSchool 7.8 or above, this is optional.	After storing summer school grades. Prior to end-of-year process.
	Transfer students to previous school. If your district is using PowerSchool 7.8 or above, this is optional.	None
	Begin the end-of-year process.	After storing summer school grades. After transferring teachers back to originating school (if applicable).

# Summer School Setup

## Overview

A summer school is created for each school in the district using this functionality. A one-to-one relationship for summer school forms a logical separation of students and reduces the potential complexities of students from multiple schools attending a single summer school.

The creation of a summer school is the same as the creation of the originating school:

- Create the school (district level)
- Define the years and terms (School Setup page)
- Set attendance preferences (School Setup page)
- Set FTE Codes (School Setup page)
- Create Attendance Conversions (School Setup page)
- Create Attendance Codes (School Setup page)
- Create the Calendar (School Setup page)
- Create Courses (School Setup page)

## Tasks to Complete Prior to Summer School

### Reports

Prior to the transfer process, complete all reporting (including state reports) on students enrolling in summer school. Once the transfer to summer school is complete, the student record is associated with the summer school and the values from the previous enrollment become historical. Therefore, reporting capabilities are limited.

### Storing Grades

Before transferring students to a summer school, perform the **Permanently Store Grades** process to ensure that students' current final grade records are stored as historical data. For more information, see *Permanently Store Grades* in the online help.

### Creating Summer School Teacher Records

Sign in to the summer school and create new teacher records for each teacher assigned to the summer school. Make sure to give them an ID number that is different from their number in the originating school. Creating a separate teacher record for summer school prevents the removal of the teacher from the originating school. Also, it prevents potential scheduling and time constraint issues that could occur when moving teacher records.

## Assigning Teacher Sections

Once you have assigned teachers to a summer school, you can create course sections and assign the teachers to their sections. On the Start Page, under Setup, click School. Then, click Sections. On the list of courses on the right, click the course for which you want to create a summer school section. Complete the Edit Section page, including selecting a teacher for the new section.

## Transferring Students

It is critical to set the four student-indicator values correctly for each student before transferring active students to summer school. These values are used during scheduling with PowerScheduler and during the end-of-year process to determine student school assignments and whether a student is promoted or demoted. It is important to assign these values prior to transferring a student to a summer school.

The four student-indicator values are:

- Next Year Grade – This indicator is used in conjunction with the Next School indicator to determine what scheduling options are available to the student. It is also used during the end-of-year process to determine what grade level the student will be assigned for the next school year.
- Year of Graduation – This indicator sets the Year of Graduation value for each student. Improper setting of this value may affect the scheduling process with PowerScheduler.
- Summer School Indicator – This indicator represents the school a student will be enrolled in for the upcoming summer school session.
- Next School Indicator – This indicator represents which school a student will be enrolled in for the next school year. It is used in conjunction with the Next Year Grade indicator to determine which scheduling options are available to the student. During the end-of-year process, this value is used to determine where to enroll the student for the next school year.

To verify that these four student-indicator values are in place, use the following search criteria to find any students who are missing any one of the values:

**Note:** A search with no argument after the equals sign looks for students for whom the value is blank.

1. On the start page, enter **Sched\_NextYearGrade=** in the **Search Students** field and press **ENTER** (Windows) or **RETURN** (Mac). Any students missing this value appear.
2. On the start page, enter **+Sched\_YearOfGraduation=** in the **Search Students** field and press **ENTER** (Windows) or **RETURN** (Mac). Any students missing this value appear.
3. On the start page, enter **+Next\_School=** in the **Search Students** field and press **ENTER** (Windows) or **RETURN** (Mac). Any students missing this value appear.
4. On the start page, enter **SummerSchoolID=** in the **Search Students** field and press **ENTER** (Windows) or **RETURN** (Mac). Any students missing this value appear.

Once you've found students for whom one or more of the fields are blank, go to the Scheduling Setup student page for each student and enter the correct values for **Next Year Grade**, **Year of Graduation**, **Summer School Indicator**, and **Next School Indicator**.

Or, work with your selected group one grade at a time by using Select Students By Hand. Select all the students from one grade level and then change their records all at once by using the Student Field Value function.

One other way to enter the correct information is to use PowerSchool's Importing & Exporting feature to change the fields for all the students in the group at once instead of one student at a time or one grade level at a time.

## Configure Summer School

### How to Set Up Summer School

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Schools/School Info**. The Schools/School Info page appears.
3. Click **New**. The Edit School page appears.
4. Use the following table to enter information in the fields:

Field	Description
School Name	Enter the school's full name.
School Abbreviation	Enter an abbreviation for the school to be used in PowerSchool.
Is a Summer School	Select the checkbox to indicate that this is a summer school.
School Address (Full)	Enter the school's address.
School Address	Enter the school's street address.
School City	Enter the school's city.
School State/Province	Select the school's state from the pop-up menu.
School Postal/Zip Code	Enter the school's postal/zip code.
School Phone Number	Enter the school's phone number including area code.
School FAX Number	Enter the school's fax number including area code.
School Number	Enter the school's number. A maximum of nine digits can be used. Once you enter this number, do not change it. <b>Note:</b> States usually assign school numbers.
Alternate School	If you wish to use an number other than what is listed

Field	Description
Number	above to identify the school, enter the number here. Otherwise, leave blank.
StatePrId	Use only when Schools Interoperability Framework (SIF) is enabled. For more information about SIF, visit <a href="#">PowerSource</a> .
Exclude From State Reporting?	Select the checkbox to exclude this school from state reporting.
Grades	Enter the lowest and highest grade levels at the school. Only historical data in this range of grade levels is used for data such as cumulative GPAs, graduation, and credit. Students at the highest level are affected by the end-of-year process. For more information, see <i>End-of-Year Process</i> .
Historical Grade Levels	Enter the range of grade levels from which historical data is pulled, such as cumulative GPAs and graduation credit.
Default Next School	Enter the number of the school where students who graduate from this school will be sent. Otherwise, leave as <b>0</b> for none.
Sort Order	Enter the number that indicates the order in which this school appears on school lists and pop-up menus.
When Scheduling, Display Courses From	Use the pop-up menu to choose the school from which you want to view the course list when you create student schedules for next year: <ul style="list-style-type: none"> <li>• <b>Current school</b></li> <li>• <b>Next school:</b> The system only displays courses from the next school for students whom you have indicated a next school.</li> </ul>

5. Use the following table to edit information in the fields in the School Administration Information section:

Field	Description
Principal's Name	Enter the name of the school's principal.
Principal's Phone	Enter the telephone number of the school's principal.
Principal's Email	Enter the email address of the school's principal.
Assistant/Vice-Principal's Name	Enter the name of the school's assistant or vice-principal.
Assistant/Vice-Principal's Phone	Enter the telephone number of the school's assistant or vice-principal.

Field	Description
Assistant/Vice-Principal's Email	Enter the email address of the school's assistant or vice-principal.
Bulletin Email	Enter the email address of the person responsible for including items in the daily bulletin. This address appears on the Daily Bulletin page for users to link to when submitting daily bulletin items.
Attendance Secretary Email	Enter the email address of the attendance secretary.
Registrar Email	Enter the email address of the registrar.
Email Copies of New Teacher Log Entries To	Enter the email addresses of anyone who wants a copy of new log entries submitted by teachers. Separate multiple entries with commas.

6. Use the following table to edit information in the fields in the County Information section:

Field	Description
County Name	Enter the name of the school's county.
County Number	Enter the number for the school's county.

7. Use the following table to edit information in the fields in the School Fee Information section:

Field	Description
Fee Exemption Status	Use the School Fee Information section to indicate the fee exemptions status for all students within the selected school. For more information, see <i>How to Assign Fee Exemption Status to a Group of Students</i> .

8. Use the following table to edit information in the Auto Enrollment Program Information section:

Field	Description
Special Program Link	Use the Auto Enrollment Program to avoid having to separately enroll each new student into a program if every student enrolled in the school must be enrolled into a specific program. Students are automatically enrolled into the program specified here when they are enrolled into the school. Only a program in which all students in the school participate should be selected. If there are no programs that meet this criteria, the correct option to select is <b>None Selected</b> . The available programs that can be selected are those defined in <i>Special Programs</i> .

9. Use the following table to edit information in the fields in the School Enrollment Fees section:

Field	Description
Fee Type	Use the School Enrollment Fee section to add, edit, and delete school enrollment fees. For information, see <i>School Enrollment Fees</i> .

10. Click **Submit**. The Schools/School Info page displays the new school.  
 11. Repeat these steps for each summer school to be created.

## How to Create a Year

A school year must be created for a summer school. Create summer school terms within the year date range.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **New**. The Create New School Year page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name of School Year	Enter the school year name.
Abbreviation	Enter the abbreviation of the school year. For the year term, use numbers. For example, enter <b>09-10</b> for the 2009-2010 school year.
First Day of School	Enter the start date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Last Day of School	Enter the end date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

5. Click **Submit**. The Years & Terms page displays the new school year.

For more information, see the online help section *Years and Terms*.

## How to Define Terms

Terms for the year must be defined. Your summer schools may only require a single term. If multiple sessions of summer school exist, create a term for each session.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **Edit Terms** next to the school year for which you want to define terms. The Term Setup page appears.
4. Click **New**. The Edit Term page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name of the Term	Enter the name of the term, which indicates when it occurs during the academic year. For example, enter <b>Semester 1</b> .
Abbreviation	Enter an abbreviation for the term. For the year term, use numbers. For example, enter <b>09-10</b> for the 2009-2010 school year. For additional terms, the first character of the abbreviation must be a letter. For example, enter <b>S1</b> for Semester 1.
First Day of Term	Enter the date of the first day of the term using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Last Day of Term	Enter the date of the last day of the term using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
What portion of the school year this term represents	Select the fraction or item that represents the portion of the school year during which the term takes place. For example, if you define Semester 1 and your school operates with trimesters, Semester 1 represents one-third of your school year.
Import File Term #	If you plan to import schedule or historical data from another system and the data is different from the abbreviation you define, enter the term code the other system uses to represent this term.  For example, you might want to import data from a system that uses 1, 2, 3, and 4 to represent quarter terms Q1, Q2, Q3, and Q4. When you define <b>Q1</b> , enter <b>1</b> in the <b>Import File Term #</b> field. Then, when you import any data from the other system, PowerSchool saves information from

Field	Description
	term <b>1</b> as term <b>Q1</b> .

- Click **Submit**. The Term Setup page displays the edited terms.

For more information, see the online help section *Years and Terms*.

## How to Define Periods

- On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
- Under Parameters, choose **Periods** from the PowerScheduler menu. The Edit Periods page appears.
- Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for this period.
Abbreviation	Enter an abbreviation for this period name.
Core	Select the checkboxes to specify the periods that are "core" periods in which you expect students to be scheduled. When PowerScheduler calculates the core percent scheduled figure, a calculation of successfully scheduled should consider core periods. By default, the checkbox is selected.  Many schools define certain periods that are for other purposes than scheduling, such as a 0 period that may be used for daily attendance or night school periods. By identifying which periods are core periods, the system can base its decision of how successful a student's schedule is according to how many of the core periods have been scheduled.
Sort	Select a sort order for displaying this period.

- Click **Submit**. The Changes Recorded page appears.

## How to Define Days

- On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
- Under Parameters, choose **Days** from the PowerScheduler menu. The Edit Days page appears.
- Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the day.
Abbreviation	Enter an abbreviation for the day name.

4. Click **Submit**. The Changes Recorded page appears.

## How to Specify General Attendance Preferences

Attendance preferences are school and year specific. Set attendance preferences for each summer school you create.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Preferences**. The Attendance Preferences page appears.
3. Use the following table to enter information in the Recording section:

Field	Description
Attendance recording methods	Select the appropriate checkboxes that apply (any combination of the four options is valid): <ul style="list-style-type: none"> <li>• <b>Meeting</b> to record attendance by meeting for this year</li> <li>• <b>Daily</b> to record attendance by day for this year</li> <li>• <b>Time</b> to record attendance this year by entering a time value</li> <li>• <b>Interval</b> to record attendance this year according to a specified time interval</li> </ul>
Audit attendance records	Select the checkbox to enable auditing of attendance. After an attendance record is initially created, PowerSchool keeps track of any change, its previous value, and who made the change.
Default attendance page	Use the pop-up menu to indicate the default attendance page to display when viewing student attendance. The items that appear in the pop-up menu vary based on the attendance recording methods you select.
Enable multiple character attendance codes	By default, you can only create single-character attendance codes. To create multiple-character attendance codes, select the checkbox.
Meeting and daily attendance bridge	When using both Meeting and Daily attendance modes, this setting allows you to synchronize attendance records based on a bridge period. You can define a bridge period in each bell schedule. To create and synchronize Daily attendance records based on the bridge period, select <b>One-Way</b> . To keep the corresponding meeting attendance record

Field	Description
	<p>synchronized whenever a change is made to a daily attendance record, select <b>Two-Way</b>.</p> <p><b>Note:</b> It is not necessary to bridge Meeting and Daily attendance. Daily attendance can be managed manually. However, bridging attendance does provide a convenient way of automatically creating and maintaining attendance when both attendance modes are in use.</p> <p>Bridging attendance only functions with sections and section enrollments, which reside in the same school.</p>
Number of school days teachers may alter attendance prior to current date (PowerTeacher)	Use the pop-up menu to indicate how far back teachers can alter attendance in PowerTeacher.
Number of school days teachers may alter attendance after the current date (PowerTeacher)	Use the pop-up menu to indicate how far forward teachers can alter attendance in PowerTeacher.
Show Saturday and Sunday on attendance views	Select the checkbox to display Saturday and Sunday on the Student Attendance pages. This is typically not needed unless you have in-session days on weekends where student attendance marks need to be displayed.
Interval Duration (in Minutes)	<p>Interval attendance is primarily intended for alternative education programs that require attendance to be taken every hour.</p> <p>When using Interval Attendance mode, the number of opportunities for which attendance can be recorded during a given class is determined by dividing the bell time for the class by the interval duration. For instance, if a class is 90 minutes long and the interval duration is 60 minutes, then there will be two opportunities provided to take attendance. The first is at the beginning of class and the second is after 60 minutes has gone by. The default for this field is 60 minutes.</p>

4. Use the following table to enter information in the Calculating and Reporting section:

Field	Description
Calculation accuracy	Enter the number of decimal places to use when calculating attendance values.
Count Meeting attendance recorded	If a student is enrolled in a class at another school, and there is attendance associated with that class, select this

Field	Description
at another school for students enrolled at this school	option to include this attendance when calculating Average Daily Attendance (ADA).
Count these codes for period conversion	This setting determines what is counted and subsequently used as the value for looking up the day's attendance, specifically for Period conversion.  Use the pop-up menu to select <b>Presents</b> if your school calculates attendance using the number of periods a student is present in a day. Select <b>Absences</b> if your school calculates attendance using the number of periods a student is absent in a day.
Round or truncate	Use the pop-up menu to indicate how you want the system to handle long decimals that exceed the maximum when calculating attendance.

- Use the following table to enter information in the Daily Attendance Calculations section:

Field	Description
Enable ADA Periods and Passing Time Deductions	To enable, see <i>How to Specify Attendance Preferences for Daily Time Exclusion</i> . For more information, see the <i>Daily Time Exclusion</i> .
Deduct Passing Time	To enable, see <i>How to Specify Attendance Preferences for Daily Time Exclusion</i> . For more information, see the <i>Daily Time Exclusion</i> .

- Click **Submit**. The Changes Recorded page appears.

## How to Add an FTE Code

It is imperative to the re-enrollment process that all grades in summer school had a default FTE assigned.

- On the start page, choose **School** from the main menu. The School Setup page appears.
- Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page appears.
- Click **New**. The New FTE Code page appears.
- Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the FTE as you want it to appear in the Full-Time Equivalency pop-up menu on the Edit

Field	Description
	Current/Previous Enrollment pages. The pop-up menu is used to associate an FTE with a student's current and historical school enrollment.
Default Attendance Mode	Choose the attendance mode from the pop-up menu that will be used for reporting purposes if specific mode is not provided.
Default Attendance Conversion	Choose the attendance conversion from the pop-up menu that will be use for reporting purposes if specific conversion is not provided.
Description	Enter a description of the FTE code.
Default for These Grades	Indicate which grades you want the FTE code to be applied to by selecting the appropriate checkboxes.  These checkboxes determine what FTE a student of a particular grade level will be assigned when the end-of-year process moves them into their new grade for the next year. The values should be defined for the upcoming school year's FTEs before running the end-of-year process for the current school year.

5. Click **Submit**. The Full-Time Equivalencies (FTE) page displays the new FTE code.

For more information, see the online help section *Full-Time Equivalencies*.

## How to Add Attendance Conversions

Set up attendance conversions to calculate attendance. After creating attendance conversions, set up attendance conversion items.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **New**. The New Attendance Conversion page appears.
4. Enter the name for the attendance conversion.
5. Click **Submit**. The Attendance Conversions page displays the new attendance conversion.

For more information, see the online help section *Attendance Conversions*.

## How to Set Up Bell Schedules

Set up bell schedules to correlate periods with the times that the periods meet and to determine which periods are taught on which calendar days. When setting up your school calendar, you can associate different bell schedules to different days of the year. For

example, set up a bell schedule called *Assembly*, where each period meets for a shorter amount of time to accommodate a school event that day.

You must first set up an attendance conversions to properly calculate attendance. For more information, see *Attendance Conversions*.

**Note:** Do not set up bell schedules until after you commit your master schedule. If you set up bell schedules and then re-commit a master schedule, the bell schedules lose their references to the schedule periods. Without this reference, you cannot take attendance. For more information about committing your master schedule, see *When to Commit the Master Schedule*.

For more information, see the online help section *Bell Schedules*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **New**. The New Bell Schedule page appears.
4. Use the following table to edit information in the fields:

Field	Description
Name	Enter a name for the bell schedule. For example, enter <b>H</b> or <b>Half</b> for half-day schedules.
Attendance Conversion Method	Choose the attendance conversion from the pop-up menu. For more information, see <i>Attendance Conversions</i> .  <b>Note:</b> The number of periods in the attendance conversion must not exceed the number of periods in the bell schedule.

5. Click **Submit**. The new bell schedule appears on the Bell Schedules page.

## How to Set Up Bell Schedule Items

Bell schedule items indicate the start and end times for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.

For more information, see the online help section *Bell Schedule Items*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Calendaring, click **Bell Schedules**. The Bell Schedules page appears.
3. Click **Edit Schedule** next to the bell schedule you are working with. The Bell Schedule: [bell schedule] page appears.
4. Click **New**. The New Bell Schedule Item page appears.
5. Use the following table to edit information in the fields:

Field	Description
Period	Choose the period from the pop-up menu.

Field	Description
Start Time	Enter a start time for the period. Indicate if it is AM or PM.
End Time	Enter a finish time for the period. Indicate if it is AM or PM.
Counts for ADA	Select the checkbox to count this bell schedule item in average daily attendance calculations.
Day Part	<p>Indicate the portion of the day Average Daily Attendance (ADA) is to be calculated by choosing one of the following from the pop-up menu:</p> <ul style="list-style-type: none"> <li>• <b>Blank</b> – Counts only toward full day ADA.</li> <li>• <b>AM</b> – Counts toward full day and AM ADA.</li> <li>• <b>PM</b> – Counts toward full day and PM ADA.</li> </ul> <p><b>Note:</b> This field only appears if Day Part Attendance is enabled.</p>
Use For Daily Attendance	Select the checkbox to use daily attendance for this bell schedule item. If you select the checkbox, enter the start and end times that will be used to calculate daily attendance.

6. Click **Submit**. The Bell Schedule: [bell schedule] page displays the new bell schedule item.
7. Repeat steps 4-6 for each period in the bell schedule.

### How to Add Period Items

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Period column next to the conversion item for which you want to add period items. The Period-to-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Day Attendance Value	Enter the number of attendance points students receive if they are present, based on the number of periods in the preceding field. For example, if students are counted as absent for the entire day if they are present for zero or one period, enter <b>0</b> in the fields next to 0 and 1 periods present.
Comments	Enter any comments that are relevant to this attendance conversion item.

**Note:** Alternatively, click **Copy From Other Conversion Table** to copy period items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## How to Add Code Items

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** in the Code column next to the conversion item for which you want to add code items. The Code-to-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Attendance Value	For each attendance code, enter the number of attendance points students receive if they are marked with that attendance code.
Comments	Enter any comments that are relevant to this attendance conversion item.

**Note:** Alternatively, click **Copy From Other Conversion Table** to copy code items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## How to Add Time Items

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Conversion**. The Attendance Conversions page appears.
3. Click **(NONE)** next to the conversion item for which you want to add time items. The Time-To-Day Attendance Conversion page appears.
4. Use the following table to enter information in the fields:

Field	Description
Minutes Present	Enter the minimum number of minutes a student must be present to earn the number of attendance points specified in the next field. Use the first row for zero minutes

Field	Description
	present.
Attendance Value	Enter the number of attendance points students receive if they are present, based on the number of minutes you enter in the previous field.
Comments	Enter any comments that are relevant to this attendance conversion item.

**Note:** Alternatively, click **Copy From Other Conversion Table** to copy time items from another conversion table. Select the attendance conversion to be copied and click **Submit**.

5. Click **Submit**.
6. Click **Attendance Conversions** in the navigation path to return to the Attendance Conversions page.

## How to Set Up Attendance Codes

Use attendance codes to define values, points, and calculations for school specific attendance codes. You must set up attendance codes before taking attendance in PowerSchool.

## How to Add an Attendance Code

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Codes**. The Attendance Codes page appears.
3. Click **New**. The New Attendance Code page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter an attendance code. Attendance codes can use characters A-Z, 0-9 and _- (underscore and hyphen). Attendance codes are not case-sensitive. There are other restrictions, including the code must be unique for this school and year and cannot be the same name as a Code Category for this school.  <b>Note:</b> By default, only single-character attendance codes are allowed. However, to create multiple-character attendance codes, select the <b>Enable multiple character attendance codes</b> checkbox on the Attendance Preferences page.
Description	Enter a description for the attendance code.
Presence Status	All attendance codes are categorized as present or absent. Indicate whether the attendance code should be

Field	Description
	categorized as present or absent by selecting the appropriate option.
Code Categories	Attendance code categories are used to group attendance codes by classification for reporting and searching purposes. In order for an attendance code to count as an attendance code category, the attendance code must be associated to that attendance code category.  Indicate which attendance code category you want to associate to this attendance code by selecting the appropriate checkbox.
Points	Enter the number of attendance points a student receives for this attendance code, such as absent=1, tardy=2, and present=0.
Teacher can assign	Use the pop-up menu to choose whether teachers can assign this attendance code in PowerTeacher.
This attendance code earns ADA credit	Select the checkbox if this attendance code counts towards Average Daily Attendance (ADA).
This attendance code counts towards membership	Select the checkbox if this attendance code counts towards Average Daily Membership (ADM).
Sort order for display	Use the pop-up menu to choose a sort order of this attendance code as it appears in the attendance codes pop-up menu on the student attendance pages.

5. Click **Submit**. The Attendance Codes page displays the new attendance code.

For more information, see the online help section *Attendance Codes*.

## How to Set Up the Calendar

Before the start of a school year, define each field for each date in that year.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Calendaring, click **Calendar Setup**. The Calendar Setup page appears.
3. Click a month to view its calendar. For example, click **1/03** to view the calendar for January of 2003.
4. Use the following table to enter information in the fields:

Field	Description
Date	Each day of the month appears, including weekends.
Day	Choose the cycle day for the specific date from the pop-up menu.
Schedule	Choose the bell schedule you want to assign to this date from the pop-up menu.
Tracks/In Sess	<p>If your school does not use tracks and all students attend school on the same dates, select the In Sess checkbox to indicate that school is in session for all students on this date. If your school uses multiple student tracks, select the checkboxes for the tracks for which school is in session on this date.</p> <p><b>Note:</b> If your school uses tracks, determine which students are on Track A and which students are on Tracks B, C, D, E, and F. These track names are standard and appear only on the Calendar Setup page.</p>
Memb Value	Enter the attendance value students receive if they are present in school on this date.
Type	Choose either <b>Holiday</b> , <b>In Session</b> or <b>Not in Session</b> from the pop-up menu.
Note	Enter any comments to describe the schedule on this date, such as <b>Half-Day</b> , <b>Holiday</b> , or <b>Spring Break</b> .

- Repeat the previous step for each date needing schedule definition.
- Click **Submit**. The Changes Recorded page appears.
- Click **Back** to return to The Calendar Setup page.

**Note:** If a "Warning Page Expired" message appears, click the **PowerSchool** logo to return to the start page.

For more information, see the online help section *Calendar Setup*.

## How to Add a New Course to the Course List

Use the following procedure to create a new course. Once a course is created, it is available to all schools within the district.

**Note:** This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**.

- On the start page, choose **District** from the main menu. The District Setup page appears.
- Under General, click **Courses**. The Courses page appears.
- Click **New Course**. The Create New Course pop-up window appears.
- Use the following table to enter information in the fields:

Field	Description
Course Name	Enter the name of the course.
Course Number	Enter the number that will be used to identify this course.
Alternate Course Number	Enter an alternate course number if your school uses this field for state reporting or district purposes.
Credit Hours	Enter the number of credits a student receives for taking this course.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program. Enter this code, if applicable.
Vocational Class	Select the checkbox if this is a vocational course.
Credit Type	Enter the type of credit a student receives for passing this course, such as <b>MATH</b> , <b>ENG</b> , or <b>FINE</b> . You can then apply this credit to a graduation type.
Default Maximum Enrollment	Enter the maximum number of students that can be enrolled in this course.
Courses Notes	Enter descriptive text regarding the course or course enrollment, if any.
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see <i>How to Assign Grade Scales to Courses</i> .
GPA Added Value Points	Enter any added value for the grade points, such as <b>1</b> for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Use the Course for Lunch	Select the checkbox to indicate that this course will be used exclusively for scheduled lunches. Otherwise, deselect the checkbox.  <b>Note:</b> For more information, see <i>Scheduled Lunch</i> .
Exclude on Report Cards/Transcripts	Select the checkbox to exclude all sections of this course from appearing on the schedule listing of Report Cards or the Transcript Object of Object reports. Otherwise, leave blank.

5. Click **Submit**. The new course appears on the Courses page.

**Note:** If creating a new course at the school level, the new course is automatically associated to your school. For more information about course status, see *How to Edit Course Status*.

For more information, see the online help section *Master Course List*.

## How to Assign Courses to Summer School

Most summer schools will not offer all the same courses as the originating school. Include only the courses offered in the summer on the Manage Courses for this school page.

1. Sign in to the school designated as the summer school.
2. On the start page, choose **School** from the main menu. The School Setup page appears.
3. Under Scheduling, click **Courses**. The Courses page appears.
4. Click **Manage courses for this school**. The Master Course List page appears.
5. Do one of the following:
  - Select the checkbox next to the class you want to activate.
  - Deselect the checkbox next to the class you want to deactivate.
6. Click **Submit**. The Courses page appears.

## Create Teacher Assignments

Once a summer school has been created, assign teachers to the school.

**Note:** A teacher's school assignment should not be modified until after the end of the current term. Complete any reporting and storing on the sections associated with the teacher prior to changing the teacher's school assignment. If you plan on assigning teachers to a summer school who are currently assigned to active sections, wait until after the term of the section they are teaching has ended. Then, run the necessary reports and store grades for the school to which the teachers are assigned.

## How to Create Teacher Assignments – PowerScheduler Users

If you are using PowerScheduler, create new teacher records for each teacher assigned to a summer school. Creating a separate teacher record for summer prevents the removal of the teacher from their originating school. Additionally, it prevents potential scheduling related issues, and removes time constraint complexities pertaining to moving teacher records.

**Note:** If your district is using PowerSchool 7.8 or above, it is not necessary to neither create separate teacher accounts for the summer school, nor do you need to temporarily modify their user record to be associated with the summer school. Instead, update the teacher's school affiliations on the Staff Security screen so that they are active at the summer school.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.

2. Under Resources, choose **Teachers** from the PowerScheduler menu. The teacher menu appears.
3. Choose **Assignments** from the pop-up menu.
4. Click the name of the teacher to whom you want to assign courses.
5. Click **New**. That teacher's Edit Teacher Assignment page appears.
6. Use the following table to enter information in the fields:

Field	Description
Course Number	Click <b>Associate</b> to select a course from the active course catalog.
Section Type	<p>If appropriate for the course you selected, use the pop-up menu to choose the section type you want to assign to this teacher, such as <b>Spanish</b> or <b>SPED</b>.</p> <p>If you use section types, you must indicate which teachers teach what section types. For example, if Teacher A teaches the Spanish section (section type) of course 100, choose Spanish and enter <b>1</b> in the Number of Sections field. If Teacher B teaches two sections of course 100 with only one of the two being a Spanish section type, you need to create two teacher assignments. For one, choose <b>Spanish</b> for the section type and enter <b>1</b> in the Number of Sections field; for the other, leave the Section Type field blank and enter <b>1</b> in the Number of Sections field.</p>
Number of Sections	Enter the number of sections of the course this teacher will instruct.
Schedule Term Code	<p>Use the pop-up menu to choose the schedule term in which this course is taught.</p> <p><b>Note:</b> This field only applies to courses that are not full-year courses.</p> <p>For example, assume one teacher is instructing three sections of a single semester course. If you want two sections to meet Semester 1 and one section to meet Semester 2, enter two teacher assignments for the course. For one assignment, choose <b>S1</b> in this field and enter <b>2</b> in the Number of Sections field. For the other, choose <b>S2</b> in this field and enter <b>1</b> in the Number of Sections field.</p> <p>If you do not choose a term, the system decides in which term to schedule the course.</p>

7. Click **Submit**. The teacher's Teacher Assignments page appears.

## How to Create Teacher Assignments – General Users

If PowerScheduler is not being used, and if teachers to be assigned to the summer school are already entered in PowerSchool, modify the teacher records so that they are associated with the summer school.

**Note:** If your district is using PowerSchool 7.8 or above, it is not necessary to neither create separate teacher accounts for the summer school, nor do you need to temporarily modify their user record to be associated with the summer school. Instead, update the teacher's school affiliations on the Staff Security screen so that they are active at the summer school.

**Note:** Create teacher assignments after the end of the originating school's last term has ended.

1. On the start page, select **Staff**. The Search Staff page displays.
2. Enter the teacher's name in the search field and click the search button. The Edit Information page displays.
3. On the School selection menu, select the appropriate summer school.
4. Click **Submit**. The Staff page displays.

## Final Grade Setup

Define final grades for use within PowerTeacher and the grade storing process. Typically, one final grade is sufficient for tracking summer school grades. However, if multiple summer school sessions exist or if additional grade tracking during summer school is required, add final grades as needed.

### How to Add Final Grades

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Grading, click **Final Grade Setup**. The Final Grade Setups page appears.
3. Click **New** under the term for which you want to set up final grades. The New Final Grade page appears.
4. Use the following table to enter information in the fields:

Field	Description
School	The selected school name appears.
Name	Enter a name for this final grade, such as Q3.
Starting Date	Enter the starting date to indicate the date the term begins using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Ending Date	Enter the ending date to indicate the date the term ends using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Field	Description
Suppress Letter Grade Display	Select the checkbox if you do not want to display letter grades in the system and on reports. Only percentage grades appear.
Suppress Percent Display	Select the checkbox if you do not want to display percent grades in the system on reports. Only letter grades appear.
At or Above This Level of Attendance Points	Enter a level of attendance points for the given date range to automatically affect students' grades due to attendance. Otherwise, enter 0 or leave the field blank.
Change a Student's Grade to	Enter the grade that students receive after meeting or exceeding the attendance points indicated in the previous field.
Do not apply the attendance point change to the following grades	<p><b>Note:</b> These fields only appear when editing an existing final grade.</p> <p>To make exclusions to the attendance point change:</p> <ol style="list-style-type: none"> <li>1. Click <b>Add Grade Scale</b>. The Final Grade Exclusion page appears.</li> <li>2. Choose a grade scale from the Grade Scale pop-up menu.</li> <li>3. Click <b>Submit</b>. The Edit Final Grade page appears.</li> <li>4. Click <b>No Marks Excluded</b>. The Final Grade Exclusions page appears.</li> <li>5. Select the <b>Marks to Exclude</b> checkboxes that apply.</li> <li>6. Click <b>Submit</b> to save the changes, or click <b>Delete</b> to remove.</li> </ol>

5. Click **Submit**. The Final Grades Setups page displays the new final grade.

For more information, see the online help section *Final Grades Setup*.

## Course Sections

Once courses have been assigned to a summer school, course sections may be created. During section creation, assign a teacher to the section. If teachers to be assigned to a summer school are active at another school, do not create sections for these teachers until after the teacher records have been associated with the summer school. Modifying the school to which a teacher is assigned affects the use of PowerScheduler. If PowerScheduler is in use, separate teacher records should be created for use in summer school. For more information, see *How to Create Teacher Assignments – PowerScheduler Users*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.

2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page lists the course sections.
4. Click **New**. The Edit Section page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Name	The name of the course you selected appears.
Course Number	To define a section for a different course number than the one you selected, enter that course number.
Term	Choose the appropriate term from the pop-up menu.
Schedule	Select the checkboxes for the combination of days and periods in which this section meets. For example, select the checkbox for <b>Period 1</b> and <b>Day A</b> if a section of Chemistry meets during first period on A days.
Teacher	Choose the appropriate teacher from the pop-up menu. <b>Note:</b> For a staff member to appear in this pop-up menu, the <b>Staff Status</b> field, accessible via <b>Start Page &gt; Staff &gt; Select A Staff Member &gt; Edit Information</b> , must be set to <b>Teacher</b> .
Room	Enter the room in which this course section meets.
Section Number	Enter the section number in this field. Do not enter special characters. <b>Note:</b> Section numbers must be unique among sections of the same course for a given school year.
Grade Level	If this course is available only for a certain grade level, enter the grade level. Otherwise, leave this field blank.
Current Enrollment	The number of students currently enrolled in this course section appears.
Maximum Enrollment	Enter the maximum number of students who can enroll in this course section.
District Where Taught	If this course section is taught outside your district, enter the other district's ID in this field.
School Where Taught	If this course section is taught outside your school, enter the school's ID in this field.
Dependent Sections	If this course section has dependent sections, enter them in this field using the course.section, course.section format. If a student is enrolled in a class, it is not teacher-specific, but rather section-specific. Often used by elementary schools where students take a set of classes, dependent sections indicate that if a student is registered in one class,

Field	Description
	he or she must also register for the dependent class. If the dependent section conflicts with another class, you can manually drop the student from the class and add him or her to another section. This function has no implications with prerequisites or graduation requirements.
Program	Intended primarily for California Continuation Education alternative education program, the program you specify here identifies whether backfill should be applied when attendance is taken for the section. For more information, see <i>Backfill Management</i> .
Record Attendance Using Attendance Mode	Use the pop-up menu to indicate the method by which you want attendance recorded. At this time, Meeting attendance is your only option.
Record Attendance	If the section meets more than one period in a day, you can choose to take attendance once or for every period by selecting the <b>Once for All Meetings</b> option or the <b>Each Meeting Separately</b> option.
Exclude From Attendance	Select the checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations.
Exclude From Storing Final Grades	Select the checkbox to skip this section when storing grades. This setting is useful in cases where storing grades may not be appropriate, such as study hall or lunch.
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see <i>Grade Scales</i> .
Exclude from GPA?	If different from the course settings, select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	If different from the course settings, select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	If different from the course settings, select the option to either include or exclude the grade from the honor roll calculation.
Section Type	Identifies the section as open only to be filled by students whose course requests are designated as the same section type. Choose the type of section, such as Bilingual, from the pop-up menu (optional).  <b>Note:</b> For more information, see <i>How to Define Section Types</i> .
House	Identifies the section as open only to be filled by students

Field	Description
	<p>who are designated as belonging to the same house. Whether this is enforced depends on the state of the scheduling preference Use Houses. Click <b>Associate</b> to select a house to which this section belongs.</p> <p><b>Note:</b> For more information, see <i>How to Define Houses</i>.</p>
Team	<p>Identifies the section as open only to be filled by students who are designated as belonging to the same team. Choose the team associated with this section from the pop-up menu.</p> <p><b>Note:</b> For more information, see <i>How to Define Teams</i>.</p>
Close section at max	<p>Identifies whether to enroll students into the section even if the maximum enrollment has been reached. If this is selected, no students will be enrolled if the current enrollment is equal to or greater than the maximum enrollment. Select the checkbox to not accept more enrollments than the maximum number of enrolled students.</p>
Maximum Load Status	<p>Use the pop-up menu to indicate whether the section should be exempt from counting towards a teacher's maximum student load:</p> <ul style="list-style-type: none"> <li>• <b>Exempt:</b> Students enrolled in this section do not count towards a teacher's maximum student load.</li> <li>• <b>Lab:</b> Same as non-exempt.</li> <li>• <b>Non-Exempt:</b> Students enrolled in this section count towards a teacher's maximum student load.</li> </ul> <p><b>Note:</b> At this time, the Non-Exempt selection is not saved on this page. Use USM to set sections as non-exempt. In the Sections table, set the <b>Max_Load_Status</b> field to <b>Non-Exempt</b>. For more information, see <i>Teacher Maximum Load</i>.</p> <p><b>Note:</b> For existing non-exempt sections and for all new sections, no values are stored for this field unless they are set to <b>Lab</b> or <b>Exempt</b> on this page, or they set to any of the three status types using USM. Sections with no values are ignored when calculating the teacher maximum load.</p>
Allow PowerTeacher entry of Variable Awarded Credit	<p>Use the pop-up menu to indicate whether or not to permit teachers to enter variable awarded credit, earned credit. If Yes is chosen, the Variable Awarded Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value.</p> <p><b>Note:</b> This pop-up menu only appears when editing a section. To set variable awarded credit for multiple</p>

Field	Description
	sections, see <i>Variable Credit Setup</i> .
Allow PowerTeacher entry of Variable Attempted Credit	<p>Use the pop-up menu to indicate whether or not to allow teachers to enter variable attempted credit, potential credit. If Yes is chosen, the Variable Attempted Credit column appears in PowerTeacher gradebook on the Scoresheet in Final Grade mode. Teachers may enter any desired numerical value.</p> <p><b>Note:</b> This pop-up menu only appears when editing a section. To set variable attempted credit for multiple sections, see <i>Variable Credit Setup</i>.</p>

- Click **Submit**. The course information page displays the new section.

For more information, see the online help section *Sections*.

## Current School Reports

Complete all reporting on students enrolling in summer school prior to the transfer process. Once the transfer to summer school is complete, the student record is associated with the summer school and the values from the previous enrollment become historical, with minimal reporting abilities on enrollment values from the previous school. For more information, see the online help section *Reports*.

## Storing Grades

Before transferring students to a summer school, initiate the Permanently Store Grades process to ensure that students' current final grade records are stored as historical data.

## How to Permanently Store Grades

- On the start page, choose **System** from the main menu. The System Administrator page appears.
- Click **Permanently Store Grades**. The Permanently Store Grades page appears.
- Use the following table to enter information in the fields:

Field	Description
Store Code	<p>Enter a two-digit code to indicate the term in which the students earned the grades, such as <b>Q1</b> or <b>S1</b>. The first character must be a letter, and the second character must be a number.</p> <p><b>Note:</b> Do not use the same store code twice in one year. The system will overwrite the grades you stored under the store code the first time with the grades you store the</p>

Field	Description
	second time.
Use this final grade	Enter the term code from which you want to save the grades. The term code is usually the same as the store code, such as <b>Q1</b> or <b>S1</b> . For more information about defining term codes, see <i>Final Grades Setup</i> .
Exclude and Include Enrollment Records	<p>You do not have to store current grades for all students. If you want to store current grades based on students' enrollment or dropped class dates, select any combination of the following checkboxes to filter the selected students:</p> <ul style="list-style-type: none"> <li>• <b>Exclude enrollment records where the student enrolled in the class after this date:</b> Enter the date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.</li> <li>• <b>Exclude enrollment records where the student dropped the class before this date:</b> Enter the date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.</li> <li>• <b>Include only enrollment records that are currently active and that were active on this date:</b> Enter the date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. To be included in the grade storing process for a class, a student must have enrolled in a class on or before the date you enter and cannot have dropped the course until or after the date.</li> </ul> <p><b>Note:</b> If you leave the date-related fields blank, PowerSchool stores a grade for every enrollment record, including classes that students dropped during the term. Most schools enter a two-week grace period at both the beginning and end of the term. This allows for all of the add/drop procedures at the beginning of the term to be ignored in the store grades process. Also, PowerSchool does not store grades for students who enroll in your school during the last two weeks of the term.</p>
Request that grades be stored only for a specific section	To store grades for students in a specific course section only, enter the course and section numbers, separated by a period. For example, enter <b>113.04</b> for Course 113, Section 04. You can do this when teachers are late in entering their final grades or when testing the process of storing grades.

Field	Description
	<p>Store grades for one course section before you store grades for all course sections. Leave this field blank to store grades for all course sections.</p>
<p>Percent of Credits to be awarded each term</p>	<p>For each term, specify the percent of possible credits each student can earn. For example, if you store grades for Q1 in a school year with four quarters, students earn 25% of the possible credits they can earn in a year-long course. The terms listed refer to the courses, such as courses that are one year long, or courses that are one semester long. If you want to store grades but do not want to award credit, enter <b>0</b> in these fields.</p> <p><b>Note:</b> Be sure you define the proper amount of credits for all courses. Also, define the grades that earn graduation credit on the Gradescale page.</p>
<p>Available Store Terms</p>	<p>For each available store term, enter a percentage of the course credit to award at the time grades are permanently stored:</p> <ul style="list-style-type: none"> <li>• [blank] - Store no grades and no credit</li> <li>• <b>0%</b> - Store grades, but no credit</li> <li>• <b>1% to 100%</b> - Store grades and the specified percent amount of the potential credit</li> </ul> <p>Store Terms appear on this page 10 days after the start date of the term. For example, if the first day of the 2009-2010 year is 8/15, the 2009-2010 store term will appear on this page on 8/26.</p>
<p>Options for classes enrolled at other schools</p>	<p>Use the pop-up menus to indicate the options you want to apply for storing grades for classes that students take at other schools:</p> <ul style="list-style-type: none"> <li>• <b>Store grades for classes enrolled at:</b> Select whether to store grades for all schools or for the selected school only. If storing for the selected school only, PowerSchool will not store grades for the other schools at which students may take classes.</li> <li>• <b>Record the school name of:</b> Select which school name to use when storing grades. Select either the other school or the current school.</li> </ul> <p>For example, if a middle school student takes a class at the high school, the middle school must select this option when permanently storing grades.</p> <p><b>Note:</b> When storing grades for students taking classes at other schools, the TermID fields must match between the</p>

Field	Description
	schools for those enrollments to store correctly.
Options for Withholding Credit	<p>You can determine that all students who receive a specific number of attendance points during the date range you enter do not receive credit for the course and earn an entirely different grade. For example, the student originally receives a C; however, due to excessive absences, the student receives a WC and no credit for this course.</p> <p>Complete the following steps:</p> <ol style="list-style-type: none"> <li>1. Select the checkbox.</li> <li>2. Enter the number of attendance points the student must have received and the date range during which he or she received them to earn the grade you enter.</li> <li>3. Enter a comment in the teacher comment field if you want the original grade the student earned before counting the attendance points to appear with the comment.</li> </ol>
Options for storing variable credit	<p>Use the pop-up menus to indicate the options you want to apply for storing variable credit.</p> <p><b>Note:</b> These options only apply if variable credit is enabled. Variable credit may be enabled for an individual section or for multiple sections.</p> <p>Indicate which credit hours you want to store by choosing one of the following from the <b>Store these credit hours</b> pop-up menu:</p> <ul style="list-style-type: none"> <li>• <b>Awarded and Attempted</b> - Earned and potential credit.</li> <li>• <b>Awarded</b> - Earned credit.</li> <li>• <b>Attempted</b> - Potential credit.</li> <li>• <b>None</b></li> </ul> <p>Indicate how to handle variable credit where no value has been entered by teachers by choosing one of the following from the <b>Store this when teacher has not entered variable credit hours</b> pop-up menu:</p> <ul style="list-style-type: none"> <li>• <b>Credit hours for course/gradescale</b> - Store the credit hours as defined in the course and gradescale.</li> <li>• <b>0</b> - Store the credit hours as zero.</li> </ul> <p>Indicate how to handle variable credit values entered by teachers by choosing one of the following from the <b>Round</b></p>

Field	Description
	<p>or truncate pop-up menu:</p> <ul style="list-style-type: none"> <li>• Round</li> <li>• Truncate</li> </ul> <p>Indicate the number of allowable decimals by choosing one of the following from the <b>Number of decimal places in variable credit hours</b> pop-up menu:</p> <ul style="list-style-type: none"> <li>• 0</li> <li>• 1</li> <li>• 2</li> <li>• 3</li> <li>• 4</li> </ul>

4. Click **Store Current Grades**. The Alert: Storing Grades page displays the status of the storing grades process.

**Note:** If you notice that you entered incorrect data after storing grades, repeat this procedure for the same store code. PowerSchool overwrites the existing grades with the new ones.

## Back Up PowerSchool Data

Prior to transferring the students to summer school, create a backup of the PowerSchool data file and place the files in a safe location. These backups ensure that PowerSchool can be restored to the exact state before the transfers occurred if you encounter any problems. For more information, see the *Oracle Backup and Restore Guide* available on PowerSource.

# Summer School Transfer Process

## Transfer Active Teachers

Modify teacher records to assign them to the applicable summer school.

**Note:** Do not modify a teacher's school assignment until after the end of the term they are currently teaching and after any reporting and storing on the sections associated with the teacher have been completed. Modifying the school a teacher is assigned to affects the use of PowerScheduler. If PowerScheduler is in use, separate teacher records should be created for use in summer school. For more information, see *How to Create Teacher Assignments – PowerScheduler Users*.

## How to Transfer Active Teachers – Non-PowerScheduler Users

1. On the start page, search for and select a staff member.
2. Click **Edit Information**. The Edit Information page displays.
3. On the School selection menu, select the applicable summer school.
4. Click **Submit**. The Edit Information page displays.

Once teachers have been assigned to a summer school, sections may be created and associated with them. For more information, see *Course Sections*.

## Transfer Active Students

It is critical that the three student indicator values are correctly set for each student before transferring active students to summer school. These values are referenced during scheduling and used by the end-of-year process to determine student school assignments and promotion/demotion. To reduce potential confusion, assign these values prior to transferring a student to a summer school. The three student indicators are:

- Next Year Grade - Used in conjunction with the Next School Indicator to determine what scheduling options are available to the student. This indicator is also used by the end-of-year process to determine to what grade level the student will be assigned for the next school year.
- Year Of Graduation – Sets the Year of Graduation value for each student. Improper setting of this value may affect the scheduling process.
- Next School Indicator - Represents what school a student will be enrolled in for the next school year. This value is used in conjunction with the Next Year Grade indicator to determine which scheduling options are available for the student. The end-of-year process uses this value to determine where to enroll the student for the next school year.

## How to Set Student Indicators

Set the student indicator values on the student's Scheduling Setup page at any time during the school year.

1. On the start page, search for and select a student.
2. Click the **Scheduling Setup** link under the Scheduling section from the navigation pane on the left. The Scheduling Setup page appears.
3. Enter the correct values for Next Year Grade, Year of Graduation, Summer School Indicator, and Next School Indicator.

## How to Transfer Active Students Into Summer School

**Note:** To edit scheduling information for a group of students, use the Student Field Value field to edit the SummerSchoolID and the SummerSchoolNote fields.

1. On the start page, search for and select the group of students you wish to transfer to summer school. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Transfer Out of School** from the **Select a function for this group of students** pop-up menu. The Transfer Student Out page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Enter an appropriate Date of Transfer and Exit Code. For field descriptions, see *How to Transfer a Student Out of School*.
4. Select the appropriate choice from **Auto-Transfer School Options**.
  - Choose **Transfer to the Summer School set on each student** (recommended) if you wish to transfer students to their designated summer school based on their selected summer school indicator. This option will allow you to later use the **Transfer to the last enrolled school** option after summer school to return the student to their original school before running the end-of-year process.
  - Choose **Transfer to [school]** if you wish to ignore the summer school indicator for each student and instead transfer those students to a specific school.
5. Select **Check here if student(s) intend to enroll in school during next school year** to preserve the students' future scheduling information for the current school including course requests and next school indicator.
6. Click **Submit**. PowerSchool notifies you that the student has been transferred.

**Note:** The students' status is now inactive. From now on, when you want to open the student records, you must enter a forward slash (/) before the students' last name when entering it in the **Student Search** field.

If you know that the group is transferring to another school that shares your PowerSchool system, you must also transfer the records to that school before the students can be enrolled there. For more information, see *How to Transfer to Another School*.

## Search Commands for Transferred Students

Once students are transferred out of the current school, they are re-enrolled into the applicable summer school. Use the search command line to find all of the summer school students and enroll them as a group.

The transferred-in special group selects all students who have been transferred in to this school but not yet enrolled in this school. In the search field, enter transferred-in and click the search button.

This command line searches for all students with enroll status of "2" (transfer out), where the SchoolID is the current school (transferred to this school) and where the Enrollment\_SchoolID is **not** the current school (transferred from another school to the current one).

However, students who have transferred to a new school then left the district, or students who were never enrolled also display in the search results. To narrow the search, use the "search within results" comparator, signified by a "&" prefix character. For example, enter &/ExitDate>=6/15/06 to display search results of all students transferred in to the summer school after 6/15/06. The "/" prefix used in conjunction with the "&" prefix includes students who are not currently enrolled. Without this prefix, as the original search of "transferred-In" explicitly excludes enrolled students, the search results would display no students.

## Enroll Transferred Students in Summer School

Students transferred to summer school retain their current grade level and are assigned the default FTE for the school and grade level. The previous school enrollment is moved to the ReEnrollments table in PowerSchool once the summer school enrollment process is complete.

## How to Select and Enroll Transferred Students

1. On the start page, search for and select the students you wish to re-enroll. This process will make these student enrollments active in summer school. For more information, see *Student Search*.
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.
3. Click **Re-Enroll in School**. The Re-Enroll Student page appears.
4. Use the following table to enter information in the fields:

Field	Description
Student to Reenroll	The selected student appears.
Date of Reenrollment	Enter the date of the reenrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Entry Code	Choose the reason for the enrollment from the pop-up menu.

Field	Description
Entry Comment	Enter any comments related to the reenrollment.
Full-Time Equivalency	Choose the multiplier to calculate full-time equivalency from the pop-up menu.
Grade Level	Choose the student's current grade level from the pop-up menu.
Track	Choose the student's current track from the pop-up menu.
District of Residence	Choose the student's current district of residence from the pop-up menu.
Restore class enrollments?	Choose either <b>Yes</b> or <b>No</b> from the pop-up menu. Restoring the enrollments creates new enrollment records and aids in reports, such as the Enrollment by Section report.

5. Click **Submit**. PowerSchool notifies you that the student has been reenrolled.

## Multiple Sequential Summer Schools

Some districts offer multiple "sessions" of summer school over the summer. In this case, a particular student could be enrolled at one summer school during the "A" term and a different summer school during the "B" summer term.

The notable side effects of this are:

1. Originating school transfer from the "B" term school will return the student to the "A" term school *unless* the student is transferred back to regular-term school between "A" and "B" terms.
2. There is only one summer school field per student, therefore both summer school sessions cannot be identified during the regular school year. The second summer school can be noted in the SummerSchoolNote field instead, and moved into the SummerSchoolID at some point after Term "A" starts.

## How to Enroll Students in Sequential Summer Schools

1. During the regular school year, create the summer school with the "A" term, and create another summer school for the "B" term. For more information, see *How to Set Up Summer School*. Note the SummerSchoolID for both schools.
2. On the student Scheduling Setup page, select the "A" term summer school on the Summer School selection menu. For more information, see *How to Transfer Active Students Into Summer School*.
3. After the end of the regular school year, transfer students into the "A" term summer school.
4. After transfers have been handled for "A" term, search for and select a student that is enrolling in sequential summer school sessions. On the student Scheduling Setup page, select the "B" term summer school on the Summer School selection menu.

Repeat this step for each student enrolling in sequential summer school sessions. Do not transfer students until the "A" term is completed.

5. Once "A" term is completed, transfer all students back to their originating school. This is only necessary if the students need to be transferred back to the originating school prior to end-of-year processing.
6. Prior to "B" term starting, transfer active students to the "B" term summer school.
7. Repeat for additional sequential summer terms.

## Assigning Student Schedules

After the students have been transferred to a summer school, enroll them into sections.

## How to Enroll Students in Summer School Sections

After students are enrolled in sections and the summer school term begins, the summer school is administered in the same manner as all PowerSchool schools.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears. The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
Enrollments	By default, the Enrollments tab is selected, which displays the student's section enrollments for the current year and school, as well as current course requests.
Requests	The second tab on the Modify Schedule page is Requests. The Modify Schedule - Requests page supports editing and entering course requests for the student. It is these requests that the scheduling engine uses to determine the students schedule. For detailed information, see <i>How to Access the Modify Schedule - Requests Page</i> .
View Entire Year Schedule	Click to view the student's schedule by each term within the selected term.
Edit Auto Schedule Parameters	Click to display the Automated Scheduling Setup page to modify default parameter settings for this scheduling session.
Functions	Click the arrow to expand this section. Click the arrow again to collapse this section.  When creating a new section enrollment, enter the date that any enrollment becomes effective in the <b>Effective Enrollment Date</b> field. The field defaults to tomorrow's date, unless:

Field	Description
	<ul style="list-style-type: none"> <li>• It is before the section's start date, in which case the start date defaults to the start date of the section, according to the term and schedule day on the school calendar.</li> <li>• It is after the section's start date but during an off-cycle day, in which case the start date defaults to the next valid schedule day for the section.</li> </ul> <p>Use <b>Search Available Classes</b> to enroll the student into a course:</p> <ul style="list-style-type: none"> <li>• <b>Course Number</b> - Use as a filter to search for available sections.</li> <li>• <b>Period</b> - Use as filter to search for available sections.</li> <li>• <b>Find</b> - Click to search for available classes.</li> </ul> <p>Use <b>Quick Enroll</b> to enroll the student into a section:</p> <ul style="list-style-type: none"> <li>• <b>Course.Section</b> - Use to search for a section and enroll the student immediately into the section.</li> <li>• <b>Enroll</b> - Click to initiate search/enroll.</li> </ul>
Enrollments	<p>The following information appears for each line item:</p> <ul style="list-style-type: none"> <li>• <b>Exp</b> - The period and day combination of the course.</li> <li>• <b>Trm</b> - The term in which the course is being taught.</li> <li>• <b>Crs-Sec</b> - The course and section number used to identify the course.</li> <li>• <b>Course Name</b> - The name of the course.</li> <li>• <b>Note</b> - Prerequisites pertaining to the course, if any. For more information, see <i>Course Prerequisites</i>.</li> <li>• <b>Teacher</b> - The name of the teacher teaching the course.</li> <li>• <b>Room</b> - The room number in which the course is taught.</li> <li>• <b>Enroll</b> - The first day the student's enrollment is active.</li> <li>• <b>Leave</b> - The first day the student's enrollment is not active.</li> </ul> <p>Use the following information to lock or drop the student's section enrollments:</p> <p><b>Note:</b> If the Effective Enrollment Date is set to a date that is after the Leave date for an enrollment, then that enrollment is locked and cannot be adjusted. If the course is in the future or in progress, then you can lock/unlock as</p>

Field	Description
	<p>needed.</p> <ul style="list-style-type: none"> <li>• <b>Lock</b> - Click the <b>Lock</b> icon (appears unlocked and blue) next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if you want the student to remain in Algebra for period 1 on MWF, select the <b>Lock</b> icon for that section enrollment.</li> <li>• <b>Unlock</b> - Click the <b>Lock</b> icon (appears locked and yellow) next to each section enrollment that should be changed by the scheduling engine, if any.</li> <li>• <b>Toggle Locks</b> - Click to lock or unlock all section enrollments.</li> <li>• <b>Drop</b> - Delete enrollments individually and immediately by selecting the checkbox next to the section enrollment you want to delete and clicking <b>Drop Selected</b>. The Drop Classes page appears. Verify the information you want to delete. Enter an exit date and click <b>Drop Classes</b>. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.</li> <li>• <b>Drop All</b> - Click to immediately drop all the current section enrollments for the student. The Drop Classes page appears. Verify the information you want to delete. Enter an exit date and click <b>Drop Classes</b>. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.</li> <li>• <b>Automated Schedule</b> - Use to initiate the automated scheduling process that uses the scheduling engine to produce the student's schedule.</li> <li>• <b>Manually Schedule Student</b> - Use to manually schedule the student into available courses by period.</li> </ul>
Course Requests	Use to view the student's current course requests. For detailed information, see <i>How to Access the Modify Schedule - Requests Page</i> .

For more information, see the online help section *Course Requests and Schedule*.

## Summer School Reports

Generate all summer school reports prior to running the end-of-year process, and prior to transferring stored grade records to the student's originating school. For more information, see the online help section *Reports*.

## Storing Grades for Summer School

Upon the completion of the summer school term, use the **Permanently Store Grades** function to record the final grades as historical records. For more information, see *Permanently Store Grades* in the online help.

## Back Up PowerSchool Data

Prior to transferring the stored grade records from summer school to a student's originating school, create a backup of the PowerSchool data and place the files in a secure location. The backup ensures that PowerSchool can be restored to the exact state before the transfers occurred if you encounter any problems.

## Transfer Stored Grades

To associate the historic grade records generated at a summer school with the originating school, use Direct Database Access to modify the SchoolID field of the StoredGrades table records to reflect the student's originating school.

**WARNING:** Changes made through Direct Database Access (DDA) are permanent and irreversible. Always backup PowerSchool data prior to DDA modification.

## How to Transfer Stored Grades

Sign in to the summer school.

1. In your browser, enter the URL for DDA (Direct Database Access)
2. From the Current Table menu, select **Stored Grades**.
3. From the first Search StoredGrades menu, select **SchoolID**.
4. From the comparator menu, select =.
5. In the field for this row, enter the school ID for your summer school.
6. Select **Search only in records belonging to [school name]**.
7. Click **Search all XXX records in this table**.
8. Write down the value for "Current Records in Selection".
9. Click **Modify Records**.
10. From the menu, select **SchoolID**.
11. Enter the school ID for the school to which the records will be moved (the students' originating school).
12. Click **Modify Selected Record**.
13. On the DDA page, click **Modify Records**.
14. From the menu, select **SchoolName**.
15. Enter the name of the school to which the records will be moved (the students' originating school).
16. Click **Modify Selected Records**.

The records are now associated with the students' originating school. Repeat this process for each summer school.

## Assign Teachers Back To Originating School

If teacher assignments were changed from their originating school to a summer school, reassign the teachers to the school at which they are teaching next year. This reassignment of teachers should only have taken place if PowerScheduler is not being used. For further information, see *Create Teacher Assignments*.

**Note:** If your district is using PowerSchool 7.8 or above, it may not be necessary to perform this step as PowerSchool 7.8 or later supports teacher accounts with multiple school affiliations.

## Transfer Students Back to Originating School

It is not necessary to transfer students back to their regular-term school. The end-of-year process automatically moves the students from summer school to the pre-defined Next School and Next Grade. However, some schools may have the need to transfer students back to the regular-term school. At the end of summer school, transfer students back to the originating school before end-of-year processing if applicable. For more information, see *Transfer Out of School*.

1. On the start page, search for and select the group of students you wish to transfer back to their original school. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Transfer Out of School** from the **Select a function for this group of students** pop-up menu. The Transfer Student Out page appears.

**Note:** Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Enter an appropriate Date of Transfer and Exit Code. For field descriptions, see *How to Transfer a Student Out of School*.
4. Select the appropriate choice from **Auto-Transfer School Options**.
  - Choose **Transfer to the last enrolled school (different from current) for each student** (recommended) if you wish to transfer each student back to the school they were enrolled in before summer school.
  - Choose **Transfer to [school]** if you wish to ignore the student's previous school and instead transfer those students to a specific school.
5. Select **Check here if student(s) intend to enroll in school during next school year** to preserve the students' future scheduling information including course requests and next school indicator.
6. Click **Submit**. PowerSchool notifies you that the student has been transferred.

**Note:** If transferring students back to the originating school, you must re-enroll the student in the original (regular term) school prior to end-of-year processing. Students who have been transferred back to the originating school but not fully enrolled in the school will not be

affected by the end-of-year process and will remain in the previous year school and previous year grade.

Students transferred to summer school retain their current grade level and are assigned the default FTE for the school and grade level. The previous school enrollment is moved to the ReEnrollments table in PowerSchool once the summer school enrollment process is complete.

**Note:** Individual student transfers may fail in the event of the following conditions:

- Transferring out of summer school to originating school if there are no previous enrollment records or if the student has no previous enrollments at other schools in the district.
- Re-enrolling in originating school if they are in a grade with no default FTE defined in the current school and if they are already currently enrolled in another school.

## End-of-Year Process

Once summer school stored grade (historical) records have been modified and are assigned to the student's originating school, the end-of-year process may begin. For more information, see the online help section *End-of-Year Process*, or the Knowledgebase on [PowerSource](#).