PowerSchool Handbook

Summer School and ESY Registration Process

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About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Site Tech/Power User, or other staff members responsible for registering students for Summer School and ESY. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357).

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

For questions regarding the Summer School Registration process:
Lisa Sheldon
619-725-7139
lsheldo1@sandi.net

For questions regarding online courses and iHigh:
Eunique Johnson
ejohnson7@sandi.net

For Questions regarding ESY student placement and registration:
Naomi Lewis
nlewis1@sandi.net

Theresa Aviles
Taviles@sandi.net
Registration Process Overview

Beginning March 11th, the summer registration pages will be available in PowerSchool main database.

For Students Attending the Summer Experience Program

This year, registration for the summer experience program is different. Please read this document so that you understand the process.

- From **February 1st** through **February 28th**, parents submitted their summer experience request through a google form. All parent requests after February 28th were placed on a waiting list.
- IT performed a one-time upload to update student’s Summer School Indicator and Comment field in the PowerSchool main database based on parent requests from the google form.
- Students in grade levels K – 8, for questions about students you expected to see tagged for summer school, contact the Summer School Office to verify the wait list.

**IMPORTANT!**

- Counselors for 9 – 12th grade students must complete the Summer Registration page to submit course requests for all students attending summer school and tag any new students not registered through the parent google form.
- IT will run a nightly process that will move the students and their course requests into PowerScheduler in the summer school database.
- On **April 6th**, the Summer School Registration pages will be locked and disabled for Registration and Course Request entry.
- On **June 2nd at 4:00pm**, the IT department will create student enrollments in the summer school database for all tagged students from the PowerSchool main database.
- On **June 6th**, school site users will follow the regular enrollment procedure to transfer new students into the summer school database.

For Students Eligible to Attend an ESY Summer Program

- Case Managers or designated staff will indicate if the student is attending ESY, then complete the ESY Registration page. This applies to all schools, including High Schools.
- ESY School assignments will be done by the Special Education Department.
Registration Process Timeline

March 11th

**PowerSchool main database**
- K – 8th grade ONLY, changes and questions regarding student registration should be directed to the summer school office.
- 9 – 12th grade ONLY, Summer School and ESY Registration screens available.
- Summer School and ESY Registration reports available.

**Summer school database**
- Not available.

April 6th

**PowerSchool main database**
- Summer School Registration pages are locked and unavailable after 4 PM.
- Summer School and ESY Registration reports available.

**Summer school database**
- Not available.

May 2nd

**PowerSchool main database**
- Summer School Registration pages are locked and unavailable.
- Summer School and ESY Registration reports still available.

**Summer school database**
- Summer and ESY Registration screens available (read only).
- Summer School and ESY reports available.
- All students are INACTIVE.
- Nightly process copies the Summer School, Course Requests, and ESY screens from the PowerSchool main database.
- PowerScheduler is available to summer Middle and High Schools to begin school schedule building.
- Hosting Elementary schools can begin to create their school schedule on the live side. Students cannot be scheduled at this time.
- Access to enroll students will be unavailable.
- Access to district transfer will be unavailable.
- Next school/next grade is set based on Summer School Registration screen.
June 3rd 4 PM

Summer school database
- Last day to run the Loader in summer school database.
- IT will run the commit process for the hosting Summer Middle and High Schools (this will copy the teacher and student schedules from the PowerScheduler to the live side).
- IT will run the EOY (End of Year) process. This process will enroll the registered students into the current summer sites.
- Access to PowerScheduler is turned off.
- Access to enroll students from within district will be turned on.
- Access to District Transfer will be turned on.

June 6th

PowerSchool main database
- Summer School Registration pages are locked and unavailable.

Summer school database
- Summer sites can now enroll students.
- All summer school applications after April 6th must be manually enrolled and scheduled into the summer school database.
- All ESY registrations after April 6th, contact Theresa Aviles at Taviles@sandi.net regarding school placement and enrollment.
- Summer school and ESY sites should review reports for changes to the ESY Registration screens for students who need to be enrolled.
- Summer school sites finalize School Schedule on the live side.
Part 2: Using the Summer School Screen
Assigning Students to a Hosting Summer School

**IMPORTANT!** Effective **April 6th at 4:00 pm**, the tagging of students for summer registration will be locked and disabled in the PowerSchool main database. Any new summer applications, class changes, and school enrollments after this date will need to occur in the *summer school database* beginning June 6th.

1. From the **Start Page**, select a student.

2. On the **Student** page, under Scheduling, select **Summer**.

3. On the **Summer School** tab, select the name of the Summer School from the **Summer School Indicator** drop-down menu. **NOTE:** The Summer Registration button is disabled until a school is selected.

4. Click the **Summer Registration** button.

**The Summer Registration button will remain disabled until a school is selected from the Summer School Indicator menu.**

**IMPORTANT!** For students taking online classes, select iHigh Virtual Academy.
Part 3: Completing the Summer Registration Page
High Schools – Students Taking In-Person Courses

**IMPORTANT! HIGH SCHOOLS ONLY** - Students can be enrolled in *in-person OR Online courses*, NOT BOTH.

1. On the **Summer Registration** page, select the appropriate courses in priority order.

2. Enter the **Counselor Name** and **Counselor ID** in the text fields. *These are required fields.*

3. Click **Submit**.

**NOTE:** If you missed information, or entered any course incorrectly, you will get a message to correct the error before you can submit your work.

![Summer Registration Form](image-url)

- Select the appropriate courses in priority order.
- This area is disabled.
High Schools – Students Taking Online Credit Recovery Courses

The school of choice must be: **SS iHigh Virtual Academy**

If you have questions, please contact **Eunique Johnson** at **ejohnson7@sandi.net**.

1. On the **Summer Registration** page, under **Online Credit Recovery**, select the appropriate courses

   **IMPORTANT!** You **must also select** course code **8155_A**.

2. Enter the **Counselor Name** and **Counselor ID** in the text fields. These are required fields.

3. Click **Submit**.

   **NOTE:** If you missed information, or entered any course incorrectly, you will get a message to correct the error before you can submit your work.
Making Changes to the Registration Pages

**IMPORTANT! K – 8 grades:** The information on this page was imported by IT based on the parent google form submission and should not be changed. Changes or questions should be directed to the summer school office.

**For Summer High Schools:** To make changes to the student’s summer school or course choices, do the following:

1. From the **Start Page**, select the student whose record needs changing.
2. On the **Student** page, under Scheduling, select **Summer**.
3. Select the new Summer School from the **Summer School Indicator** drop-down menu.
4. Click **Submit**.
5. **YOU MUST click the Summer Registration button for the new school to be updated.**
6. On the **Summer Registration** screen, make the appropriate changes to the course choices, if needed.
7. Click **Submit** whether you make changes to the Registration screen.

**IMPORTANT!** If you need to make a change to a student that has online courses, contact **Eunique Johnson** at ejohnson7@sandi.net
Part 4: Completing the ESY Registration Screen
ESY Registration Access

PowerSchool users with the **ESY Registration** security role will have access to make changes to the **ESY Registration page only**. Contact the Site Tech/Power User if you do not have access to this page.

**Site Tech/Power Users**, to provide staff with access to make changes to the **ESY Registration page**, you will need to add the **ESY Registration security role** using the **Security Setting page**.

If the user already has other roles selected, leave them unchanged (unless the access is not appropriate for the school employee).

If the user does not have any other roles selected, consider adding the role for **both ESY Registration as well as** the role which reflects the user’s Group Default access. For example, if the user has a Group default of Behavior and Scheduling, select the roles for both ESY Registration **as well as** Behavior and Scheduling.
Assigning Students to the ESY Summer Program

IMPORTANT! Effective April 6th at 4:00 pm, the tagging of all ESY registrations will be locked and disabled in the PowerSchool main database. Any new summer applications, class changes, and school enrollments after this date will need to occur in the summer school database beginning June 6th.

1. From the Start Page, select a student.
2. On the Student page, under Scheduling, select Summer.
3. Case Managers - Select the ESY Registration tab. This tab will be enabled if the student qualifies for ESY.
4. Attending ESY is set to Yes by default for all ESY students eligible to attend summer. This setting enables the ESY Registration button.
   
   NOTE! It is important to identify those students who will not be attending this year and change Attending ESY to No.
5. Click the ESY Registration button.

Leave the Yes button selected. This keeps the ESY Registration button enabled.
Completing the ESY Registration Page

1. **IMPORTANT!** ALL fields are required to be filled out. For questions regarding field descriptors and usage, contact Naomi Lewis in the Special Ed Department at nlewis1@sandi.net.

2. Click **Submit**.
NOTE: If you missed entering information, you will get a message to correct any errors before you can submit your work.

NOTE: Once the Special Ed Department assigns the student to a school, the ESY Assignment can be viewed on the Assignment tab.
Part 5: Summer School/ESY Reports
Summer School Reports

Summer School Registration Report
The **Summer School Registration Report** will list all assigned students’ home school and summer school.

- If this report is run from the *PowerSchool main database*, the student’s **current grade level** will be listed.

- If this report is run from the *Summer school database*, the student’s **grade will be bumped up one grade level**.

1. From the **Start Page**, select **System Reports**.
2. Select sqlReport 4 tab, then select **Summer School Registration**.
3. To run the report for *all* students tagged for Summer school, select **No** from the drop down menu. Select **Yes** to run for a selected group of students.
4. Click **Submit**.

Summer School Student Schedules
The **Summer School Student Schedules Report** reads the *summer school database* and lists all courses that a student is enrolled in the Summer Master Schedule.

**NOTE:** This report will take a little time to run as it is pulling data from the *summer school database*.

- If this report is run from the **main database**, the student’s **current grade level** will be listed.

- If this report is run from the *summer school database*, the student’s **grade will be bumped up one grade level**.

1. From the **Start Page**, select **System Reports**.
2. Select sqlReport 4 tab, the select **Summer School Student Schedules**.
3. To run the report for *all* students tagged for Summer school, select **No** from the drop down menu. Select **Yes** to run for a selected group of students.
4. Click **Submit**.
ESY Reports

ESY Assigned Student List Report

The ESY Assigned Students List Report will list all ESY eligible students that have been assigned to an ESY school by the Special Ed Department.

**NOTE:** This report can be run from both the PowerSchool main database and summer school database. The student’s *current grade level* will be listed.

1. From the **Start Page**, select **System Reports**.
2. Select **sqlReport 4** tab, then select **ESY Assigned Student List**.
3. To run the report for all students tagged for summer school, select **No** from the drop down menu. Select **Yes** to run for a selected group of students.
4. Click **Submit**.

ESY Unassigned Student List Report

The ESY Unassigned Student List Report lists ESY eligible students at your school who have not been assigned to an ESY school by the Special Ed Department.

**NOTE:** This report can **ONLY** be run from the **main database** (it is not available in the summer database). The student’s *current grade level* will be listed.

1. From the **Start Page**, select **System Reports**.
2. Select **sqlReport 4** tab, then select **ESY Unassigned Student List**.

Apply the following filters, as needed, to ensure all ESY eligible students are updated appropriately:

- **Is Student Attending** – Select **Yes** to list all students marked as Attending, but are not yet assigned to an ESY school.

- **Is Student Not Attending** – Select **Yes** to list all students marked as Not Attending. They will **NOT** be assigned to an ESY school.

**IMPORTANT!**

- **Attending to Be Determined** – Select **Yes** to list students that MUST be updated. These students are eligible for ESY, but the Case Manager has not indicated whether they will attend, or not attend. **NOTE:** Regularly run this report using this filter to ensure students are updated appropriately.
• **ALL** – Select **Yes** to list all students that are ESY eligible, whether they are attending, or not attending.

• **Run for Selected Students** - Select **Yes** to run for a selected group of students.

3. Click **Submit**.

### For Transportation Department Only - ESY

This report will provide the ESY student details for the transportation office.

**NOTE:** This report should only be run by the transportation department.