

Summer School Setup Guide

PowerSchool 5.1 Student Information System

PowerSchool

Document Properties

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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.

The features described in this document are based on PowerSchool 4.3 and PowerSchool Premier 5.1. Although minor differences between the two versions may affect the appearance of the application, the basic functionality described in this guide is the same for either version.

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 2005-2006, summer school takes place after the end of semester two, but prior to the PowerSchool End-of-Year process, in which case the summer school records will be tied to the 2005-2006 school year, and not the 2006-2007 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
	Summer school year and term setup	None
	Setup courses	None
	Final Grade setup in summer school	None
	Student indicator verification	Prior to transferring students to summer school.
	Report generation in active school	After end of originating school year.
	Permanently store grades in active school	After end of originating school year.
	Backup PowerSchool	Prior to transferring student/teachers to summer school.
	Transfer teachers (if applicable)	After end of originating school year. Prior to start 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.
	Report generation 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.
	Backup PowerSchool	Prior to transferring stored grade records to originating school.
	Transfer teachers back to originating school	After storing summer school grades. Prior to End-of-Year process.
	Begin End-of-Year process	After storing summer school grades. After transferring teachers back to originating school (if applicable).

Summer School Setup

School Creation Process

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
- Set Attendance Preferences
- Set FTE Codes
- Create Attendance Conversions
- Create Attendance Codes
- Create the Calendar
- Create Courses

How to Setup Summer School

1. Log on to the system at the district level.
2. On the start page, select **District**. The District Setup page displays.
3. On the District Setup page, select **Schools/School Info**. The Schools/School Info page displays.
4. On the Schools/School Info page, click **New**. The Edit School page displays.
5. Use the following table to enter Information in the applicable fields:

Field	Description
School Name	Enter a school name to indicate to which school the summer school is tied. For example, if the originating school name is Apple Grove High School, the summer school name could be AGHS Summer.
School Abbreviation	Enter an abbreviation for the school to be used in PowerSchool.
Is a Summer School	Select the checkbox if this is a summer school.
School Address (Full)	Enter the school's address.
School Address	Enter the school's street address.

Field	Description
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 are 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 submitted to the system, do not change. Note: States usually assign school numbers.
Alternate School Number	Enter "0" (zero) for the alternate school number.
Exclude From State Reporting?	Select this box. The student records will be transferred back to the originating school at the end of summer school, should you need to report on these values.
Grades	Enter the grade-level range of students who will potentially attend this summer school. The "Historical Grade Levels" range should be set to the same values entered in the "Grades" range.
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 if applicable. This value is used during the End-of-Year process. If you do not know what this value should be, refer to the End-of-Year documentation, or leave the value as "0" (zero) and set each students Next School Indicators individually.
Sort Order	Enter the number that indicates the order in which this school appears on school lists and selection menus.
When Scheduling, Display Courses From	Use the selection 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"> • Current school • Next school: PowerSchool only displays courses from the next school for students whom you have indicated a next school.

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.
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 address(es) of anyone who wants a copy of new log entries submitted by teachers. Separate multiple entries with commas.
County Name	Enter the name of the school's county.
County Number	Enter the number for the school's county.
School Calendar Type	Select the calendar type from the selection menu.
School Session Type	Select (07) Summer Session from the selection menu.
Fee Exemption Status	Select the applicable status from the selection menu.

- Click **Submit**. The Schools/School Info page displays the new school
- 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.

- On the start page, choose **School** from the main menu. The Change Schools page displays.

2. Select the applicable summer school on the School selection menu.
3. Click **Submit**. The start page displays.
4. On the start page, select **School**. The School Setup page displays.
5. Click **Years & Terms**. The Years & Terms page displays.
6. Click **New**. The Create New School Year page displays.
7. Use the following table to enter Information in the applicable fields:

Field	Description
Name of School Year	Enter the school year name.
Abbreviation	Enter the abbreviation of the 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 will be 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 will be submitted as a blank entry.

8. 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 Years & Terms page, click **Edit Terms** next to the applicable summer school year. The Term Setup page displays.
2. Click **New**. The Edit Term page displays.
3. Use the following table to enter Information in the applicable 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 Semester 1.
Abbreviation	Enter an abbreviation for the term. The first character of the abbreviation must be a letter. For example, enter S1 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,

Field	Description
	the date field will be 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 will be submitted as a blank entry.
What portion of the school year this term represents	Use the pop-up menu to choose 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 #	<p>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.</p> <p>For example, you might want to import data from a system that uses 1, 2, 3, and 4 to represent quarter terms. But in your PowerSchool system, you define quarters with Q1, Q2, Q3, and Q4. Therefore, when you define Q1, enter 1 in this field. Then, when you import any schedule, grade, or historical data from the other system, PowerSchool knows to save any information from Term 1 as Term Q1 in your system.</p>

- Click **Submit**. The Term Setup page displays the new term.

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

How to Set Attendance Preferences

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

- On the start page, choose **School** from the main menu. The School Setup page displays.
- Click **Preferences**. The Attendance Preferences page displays.
- Use the following table to enter information in the applicable fields:

Field	Description
Attendance recording methods	<p>Select the appropriate checkboxes that apply (any combination of the four options are valid):</p> <ul style="list-style-type: none"> Select the Meeting checkbox to indicate you want to be able to record attendance by meeting for this year. Select the Daily checkbox to indicate you want to be able to record attendance by day for this year.

Field	Description
	<ul style="list-style-type: none"> Select the Time checkbox to indicate that you want to be able to record attendance this year by entering a time value. <p>Select the Interval checkbox to indicate that you want to be able to record attendance this year according to a specified time interval.</p>
Audit attendance records	Select this 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 you want to appear when viewing student attendance. The menu 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. However, if you want to create multiple-character attendance codes, select this checkbox.
Meeting and daily attendance bridge	<p>When using both Meeting and Daily attendance modes this setting will allow you to synchronize attendance records based on a bridge period. A bridge period can be defined in each Bell Schedule. If you only want to create and synchronize Daily attendance records based on the bridge period, select "One-Way." If you want to keep the corresponding Meeting attendance record synchronized whenever a change is made to a Daily attendance record, select "Two-Way."</p> <p>Note: It is not necessary to bridge Meeting and Daily attendance at all. Daily attendance can be managed manually. However, this does provide a convenient way of automatically creating and maintaining attendance when both attendance modes are in use.</p> <p>Note: This feature only functions with sections and section enrollments that reside in the same school.</p>
Number of school days teachers may alter attendance prior to current date (PowerGrade)	Use the pop-up menu to indicate how far back teachers can alter attendance in PowerGrade.
Number of school days teachers may alter attendance after the current date (PowerGrade)	Use the pop-up menu to indicate how far forward teachers can alter attendance in PowerGrade.

Field	Description
Show Saturday and Sunday on attendance views	Select this checkbox if you want to display Saturday and Sundays 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	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 will be after 60 minutes has gone by. The default for this field is 60 minutes. Interval attendance is primarily intended for alternative education programs that require attendance to be taken every hour.

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 at another school for students enrolled at this school	If a student is enrolled in a class at another school, and there is attendance associated with that class, enabling this option will include this attendance when calculating Average Daily Attendance (ADA).
Count these codes for period conversion	Use the selection menu to choose Presents if your school calculates attendance using the number of periods a student is present in a day. Select Absences if your school calculates attendance using the number of periods a student is absent in a day. This setting determines what is counted and subsequently used as the value for looking up the day's attendance, specifically for Period conversion.
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 Default Settings in FTE	This option is used primarily for backward compatibility with reports created prior to PowerSchool 4.0. These reports do not explicitly specify the attendance mode and conversion type to use for each student when calculating Average Daily Attendance (ADA). By enabling this option, the defaults specified in each student's FTE will be used.

5. Click **Submit**. The Changes Recorded page displays.

For more information, see the online help section “Attendance Preferences”.

How to Setup Full-Time Equivalencies (FTE)

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

1. On the start page, choose **School** from the main menu. The School Setup page displays.
2. Click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page displays.
3. Click **New**. The New FTE Code page displays.
4. Use the following table to enter information in the applicable 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 Current/Previous Enrollment page(s). The pop-up menu is used to associate an FTE with a student's current and historical school enrollment.
Def. Att. Mode	Choose the attendance mode from the pop-up menu that will be used for reporting purposes if specific mode is not provided. This is used primarily for backward compatibility with state reports not yet updated to PowerSchool 4.0.
Def. Att. Conversion	Choose the attendance conversion from the pop-up menu that will be use for reporting purposes if specific conversion is not provided. This is used primarily for backward compatibility with state reports not yet updated to PowerSchool 4.0.
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. Note: Only one FTE can be assigned as a default for each grade level.

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 Setup 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 displays.
2. Click **Attendance Conversion**. The Attendance Conversions page displays.

3. Click **New**. The New Attendance Conversion page displays.
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 Add Period Items

1. On the start page, choose **School** from the main menu. The School Setup page displays.
2. Click **Attendance Conversion**. The Attendance Conversions page displays.
3. Click **Period Items** next to the conversion item for which you want to add period items. The Period Attendance Conversion Items [attendance conversion name] page displays.
4. Click **New**. The Edit Period Conversion Item page displays.
5. Use the following table to enter information in the applicable fields:

Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the FTE section.
If Absent this many periods in a day	Choose from the pop-up menu the minimum number of periods a student must be absent to earn the number of attendance points specified in the next field. For example, choose 5 to define that students who are absent five or more periods in a school day receive the points entered in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the number of periods you chose in the previous field. For example, if students are counted as absent for the entire day if they are absent for five or more periods, choose 5 in the previous field and enter 0 in this field.
Comments	Enter any comments that are relevant to this attendance conversion item.

6. Click **Submit**. The new attendance conversion item displays on the Attendance Conversion Items: [attendance conversion name] page.

How to Add Code Items

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

2. Click **Attendance Conversion**. The Attendance Conversions page displays.
3. Click **Code Items** next to the conversion item for which you want to add code items. The Code Attendance Conversion Items [attendance conversion name] page displays.
4. Click **New**. The Edit Code Conversion Item page displays.
5. Use the following table to enter information in the applicable fields:

Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the FTE section.
Attendance Code	Choose from the pop-up menu the attendance code a student must receive to earn the number of attendance points specified in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the code you chose in the previous field.
Comments	Enter any comments that are relevant to this attendance conversion item.

6. Click **Submit**. The new attendance conversion item displays on the Attendance Conversion Items: [attendance conversion name] page.

How to Add Time Items

1. On the start page, choose **School** from the main menu. The School Setup page displays.
2. Click **Attendance Conversion**. The Attendance Conversions page displays.
3. Click **Time Items** next to the conversion item for which you want to add time items. The Time Attendance Conversion Items [attendance conversion name] page displays.
4. Click **New**. The Edit Time Conversion Item page displays.
5. Use the following table to enter information in the applicable fields:

Field	Description
FTE	Use the pop-up menu to associate an FTE code to this attendance conversion item. For more information, see the FTE section.
Minutes	Enter the minimum number of minutes a student must be absent to earn the number of attendance points specified in the next field.
Attendance Value	Enter the number of attendance points students receive if they are absent, based on the number of minutes you enter in the

Field	Description
	previous field.
Comments	Enter any comments that are relevant to this attendance conversion item.

- Click **Submit**. The new attendance conversion item displays on the Attendance Conversion Items: [attendance conversion name] 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 either PowerGrade or PowerSchool.

- On the start page, choose **School** from the main menu. The School Setup page displays.
- Click **Attendance Codes**. The Attendance Codes page displays.
- Click **New**. The New Attendance Code page displays.
- Use the following table to enter information in the applicable 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 can't be the same name as a Code Category for this school. Note: By default, only single-character attendance codes are allowed. However, if you want to create multiple-character attendance codes, select "Enable multiple character attendance codes" 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 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

Field	Description
	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 determine if teachers can assign this attendance code in PowerGrade and PowerSchool Teacher.
This attendance code earns ADA credit	Select this checkbox if this attendance code counts towards Average Daily Attendance (ADA).
This attendance code counts towards membership	Select this checkbox if this attendance code counts towards Average Daily Membership (ADM).
Sort order for display	Use the pop-up menu to determine the sort order of this attendance code as it appears in the attendance codes pop-up menu on the student attendance pages.

- 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.

- On the start page, choose **School** from the main menu. The School Setup page displays.
- Click **Calendar Setup**. The Calendar Setup page displays.
Note: Use the Back and Forward icons to move back and forward through the months of the year.
- Click a month to view its calendar. For example, click 7/06 to view the calendar for July of 2006.
- Use the following table to enter information in the applicable 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	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. Note: 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.
Memb Value	Enter the attendance value students receive if they are present in school on this date.
Type	Choose either Holiday, In Session or "Not in Session" from the pop-up menu.
Note	Enter any comments to describe the schedule on this date, such as Half-Day, Holiday, or Spring Break.

- Repeat the previous step for each date needing schedule definition.
- Click **Submit**.
- Click **Back** after the Changes Recorded page appears.

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

How to Create Courses

Create Courses for each summer school.

- On the start page, select **School**. The School Setup page displays.
- Click **Courses**. The Courses page displays.
- On the Courses page, click **View Master Course List**. The Master Course List page displays.
- Use the following table to enter Information in the applicable fields:

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Alternate Course Number	An additional number used to identify the course appears.
Credit Hours	The number of credits a student receives for taking the course appears.
CIP Code	In some states, schools use CIP codes to identify courses as

Field	Description
	part of a state-managed vocational program.
Vocational Class	Select this checkbox if the course is a vocational class.
Credit Type	Enter the type of credit a student receives for passing this course, such as standard, advanced, or remedial. You can then apply this credit to a graduation type.
Default Maximum Enrollment	The maximum number of students who can be enrolled in this course appears.
Prerequisite Courses	<p>The course number(s) that students must complete with a passing grade before they can take this course appear. Separate multiple courses with commas.</p> <p>Note: When you enroll a student in a course, the system does not automatically check if the student completed the prerequisite courses you enter here. The user enrolling the student must manually reference and research the information.</p>
PowerLink (English)	PowerLink reads course-related text entered here when parents and guardians access student information and select the English option.
PowerLink (Español)	PowerLink reads course-related text entered here when parents and guardians access student information and select the Spanish option.
Gradescale	Choose the grade scale from the Gradescale pop-up menu. For more information, see online help section "How to Assign Grade Scales to Courses."
GPA Added Value Points	Enter any added value for the grade points, such as 1 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 this checkbox to use all sections of this course for lunch. Otherwise, leave blank.
Exclude on Report Cards/Transcripts	Select this checkbox to exclude all sections of this course from appearing on the schedule listing of Report Cards or the

Field	Description
	Transcript Object of Object reports. Otherwise, leave blank.

- Click **Submit**. The new course displays on the Master Course List.

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

How to Assign Courses

Assign courses for each summer school.

- On the start page, select **School**. The School Setup page displays.
- Click **Courses**. The Courses page displays.
- On the Courses page, click **View Master Course List**. The Master Course List page displays.
- On the Master Course List page, select the box next to each course to be available in summer school.
- Click **Submit**. The assigned courses display on the left-side menu of the Courses page.

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

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.

- On the start page, select **Staff**. The Search Staff page displays.
- Click **New Staff Entry**. The New Staff Member page displays.
- Use the following table to enter Information in the applicable fields:

Field	Description
Name	Enter the user's last, first, and middle name.
Email Address	Enter the user's email address.

Field	Description
Title	Enter the user's user role or professional title.
Gender	Choose Male or Female from the pop-up menu.
Ethnicity	Choose the user's ethnicity from the pop-up menu.
ID	Enter the user's identification number. This is a required field.
Homeroom	Enter the user's homeroom number.
School	The selected school appears.
Lunch ID	The user's PowerLunch identification number appears.
Home Phone #	The user's home telephone number appears.
School Phone #	The user's school telephone number appears.
Street	The user's address appears.
City, State, Zip	The user's city, state abbreviation, and postal code appear.
SSN	The user's Social Security number appears.
DOB	The user's birth date appears.
Staff Status	Choose the user's status from the pop-up menu. It is recommended that a status is assigned to each staff member. This makes searching for and selecting staff members more efficient.

- Click **Submit**. The Staff page displays.

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

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

Final Grade Setup

Define final grades for use within PowerGrade 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 Setup Final Grades

1. On the start page, select **School**. The School Setup page displays.
2. Select **Final Grade Setup**. The Final Grade Setups for PowerGrade page displays.
3. Under the summer school year, click **New**. The New Final Grade page displays.
4. Use the following table to enter information in the applicable fields:

Field	Description
School	The selected school name appears.
Name	Enter a name for this final grade, such as SUM.
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 will be 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 will be submitted as a blank entry.
Suppress Letter Grade Display	Select this checkbox if you do not want to display letter grades in the system and on reports. Only percentage grades appear.
Suppress Percent Display	Select this checkbox if you do not want to display percentage grades in the system and 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 if you want 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	Make exclusions to the attendance point change. For more information, see the online help section "How to Exclude Final Grades From Being Affected by Attendance."

5. Click **Submit**. The Final Grades Setups for PowerGrade 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” on page 22.

How to Create Course Sections

1. On the start page, select **School**. The School Setup page displays.
2. Click **Sections**. The Sections page displays.
3. Choose a course from the left-side menu.
4. Click **New**. The Edit Section page displays.
5. Use the following table to enter Information in the applicable fields:

Field	Description
Course Name	The name of the course you selected.
Course Number	If you want to define a section for a different course number than the one you selected, enter that course number.
Term	Choose the correct term from the selection menu.
Schedule	Select the checkbox(es) for the combination of days and periods in which this section meets. For example, select the checkbox for Period 1 and Day A if a section of Chemistry meets during first period on A days.
Teacher	Choose the correct teacher from the pop-up menu. Note: In order for a staff member to appear in this pop-up menu, the "Staff Status" field, accessible via Start Page > Staff > Select A Staff Member > Edit Information, must set to "Teacher."
Room	Enter the room in which this course section meets.
Section Number	Enter the section number in this field. Do not enter special characters. Note: 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	This is the number of students currently enrolled in this course section.
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.

Field	Description
School Where Taught	If this course section is taught outside your school, enter the school's ID in this field.
Dependent Sections	<p>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 section-specific.</p> <p>Often used by elementary schools where students take a set of classes, dependent sections indicate that if a student is registered in one class, 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.</p> <p>This function has no implications with prerequisites or graduation requirements.</p>
Program	Intended primarily for California Continuation Education alternative education program, the program specified here identifies whether backfill should be applied when attendance is taken for the section. For more information refer to the section "Backfill Management."
Record Attendance Using Attendance Mode	Use the selection 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 Select the Once for All Meetings option or the Each Meeting Separately option.
Exclude From Attendance	Select this checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations.
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see the section "Grade Scales."
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.
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 Note: For more information, see the section "How to Define Section Types.").
House	Identifies the section as open only to be filled by students who are designated as belonging to the same house.

Field	Description
	Whether this is enforced depends on the state of the scheduling preference Use Houses. Click Associate to select a team to which this section belongs. Note: For more information, see the section "How to Define Houses."
Team	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. Note: For more information, see the section "How to Define Teams."
Close section at max	Identifies to the engine whether to enroll students into the section even if the maximum enrollment has been reached. If this is true then no students will be enrolled if the current enrollment is equal to or greater than the maximum enrollment. Select this checkbox to not accept more enrollments than the maximum number of enrolled students.

6. 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 Store Final Grades at End of Term

1. Log on at the current school level.
2. On the start page, select **System**. The System Administrator page displays.
3. On the System Administrator page, select **Permanently Store Grades**. The Permanently Store Grades page displays.
4. Use the following table to enter information in the applicable fields:

Field	Description
Store Code	Use a two-digit code to indicate the term in which the students earned the grades, such as Q1 or S1. The first character must be a letter, and the second character must be a number.

Field	Description
	Note: 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 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 Q1 or S1. For more information on defining term codes, see the online help section "Final Grades Setup."
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"> Exclude enrollment records where the student enrolled in the class after this date: 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 will be submitted as a blank entry. Exclude enrollment records where the student dropped the class before this date: 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 will be submitted as a blank entry. Include only enrollment records that are currently active and that were active on this date: 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 will be 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. <p>Note: 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	If you want to store grades for students in a specific course section only, enter the course and section numbers, separated by a period. For example, enter 113.04 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. Store

Field	Description
	grades for one course section before you store grades for all course sections. Leave this field blank to store grades for all course sections.
Percent of Credits to be awarded each term	<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 yearlong 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 and you do not want to award credit, enter 0 in these fields.</p> <p>Note: Be sure you define the proper amount of credits for all courses. Also, define that the appropriate grades earn graduation credit on the Gradescale page.</p>
Options for classes enrolled at other schools	<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"> • Store grades for classes enrolled at: Select whether you want 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. • Record the school name of: Select which school name to use when storing grades. Select either the other school or the current school.
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"> 1. Select the checkbox. 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. 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.

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

For more information, see the online help section “Permanently Store Grades.”

Backup PowerSchool Data

Prior to transferring the students to summer school, create a backup of the PowerSchool data file and the PowerGrade backups folder 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 online help section “Backups.”

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" on page 22.

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" on page 25.

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, 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, log on at the current school level.
2. On the Search Students page, search for and select the applicable students.
3. On the Scheduling menu, click **Scheduling Setup**. The Scheduling Setup page displays.
4. On the Summer School selection menu, select the applicable summer school.
5. Type any specific notes regarding this student in the Summer School text box (for example, "needs to retake algebra").
6. Click **Submit**. The Changes Recorded page displays.
7. Click the PowerSchool logo. The Search Students page displays.
8. In the search field, enter SummerSchoolID # 0 and click the search button. The Student Selection page displays.
9. On the selection menu, select **Transfer Out of School**. The Transfer Out of School page displays.
10. Use the following table to enter information in the applicable fields:

Field	Description
Who will be transferred out	The total number of selected students displays.
Transfer Comment	Enter any comments related to the transfer.
Date of transfer	Enter the date of the transfer 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 will be submitted as a blank entry.
Exit code	Choose the exit code from the selection menu.
Auto-Transfer	Select one of the following options:

Field	Description
School Options*	<ul style="list-style-type: none"> • Keep in the current school. • Transfer to: (select applicable school from the selection menu). • Transfer to the Summer School set on each student. • Transfer to the last enrolled school (different from current) for each student. <p>Note: If there is no summer school set for the student, or if there is no last enrolled school specified, the student will not be un-enrolled from their current school.</p>
Check here if student(s) intend to enroll in school during next school year.**	<p>Select the checkbox if the student(s) will be enrolled in a school in the district next year. Typically, select this box when transferring the student to summer school.</p> <p>Note: If you do not select this checkbox, the following scheduling-related information for the next school year will be cleared from the student record: next school, schedule this student indicator, and all future course requests.</p>

11. If transferring more than one student, select the verification checkbox.

12. Click **Submit**. An Alert message notifies you that the students have been transferred.

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, log on at the summer school level.
2. On the Search Students page, type transferred-in and click the search button. The Student Selection page displays. For more information on the search command, see "Search Commands for Transferred Students" on page 33.
3. On the selection menu, select **Re-Enroll in School**. The Re-Enroll Students in School page displays.
4. Use the following table to enter information in the applicable fields:

Field	Description
Who will be re-enrolled	The total number of selected students displays.
Date of re-enrollment	Enter the date of the transfer 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 will be submitted as a blank entry.
Entry code	Choose the entry code from the selection menu.
Entry Comment	Enter any comments related to the re-enrollment.
Track	Choose the applicable track from the selection menu, or choose Keep Existing Track to carry the track over from the previous enrollment.
District of Residence	Choose the applicable district from the selection menu, or choose Keep Existing District of Residence to carry the district over from the previous enrollment.
Restore class enrollments?	Choose either Yes or No from the selection menu. The Yes option re-activates any section enrollments for the student for the current year and at the current school. In general, previous class enrollments from summer school do not exist for the current year so this option has no effect.

5. If re-enrolling more than one student, select the verification checkbox.
6. Click **Submit**. An Alert message notifies you that the students have been re-enrolled.

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 Setup Summer School” on page 8. 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” on page 32.
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, enrolled 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, log on at the summer school level.

2. On the Search Students page, search for and select a student. The Student Selection page displays.
3. Choose **Modify Schedule** from the student pages menu. The Modify Schedule page displays.
4. Click **Manually Schedule Student**. The Manually Schedule Student page displays.
5. Enter the "Enroll date" to indicate when the student enrolled in the selected course(s).
6. Select the checkboxes next to the course, term, and expression in which you want to enroll the student. Deselect the checkboxes next to the course, term, and expression from which you want to drop the student.
7. Click **Submit**. To refresh the page to display the last saved selections, click **Reset**.

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 "How to Store Final Grades at End of Term" on page 27.

Backup 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. For further information, see the online help section "Backups".

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

1. On the start page, choose **System**. The System Administrator page displays.
2. Select **Direct Database Export (DDE)**. The Database Export (DDE) page displays.
3. In the browser address bar, replace the /dde/ portion with /usm/ and press Enter on the keyboard. The Direct Database Access (DDA) page displays.
4. On the Current Table selection menu, choose **StoredGrades (31)**.
5. On the first Search StoredGrades selection menu, choose **SchoolID**.
6. Enter the School ID of the summer school from which you will be moving the records in the search field located to the right of the equal sign.
7. Click "Search within the current [# of selected] records only." The Direct Database Access (DDA) page displays the new number of current records in selection.
8. Write down the value for "Current Records in Selection".
9. Select **Modify Records**. The Modify Records page displays.
10. On the selection menu, choose **SchoolID**.
11. Enter the School ID for the school to which the records will be moved (the students originating school) in the search field.
12. Click **Modify Selected Records**. The records are now associated with the student's originating school.
13. Verify that the current value for "Current Records in Selection" matches the number written down on step 8.
14. Select **Modify Records**. The Modify Records page displays.
15. On the selection menu, choose **SchoolName**.
16. Enter the school name for the school to which the records will be moved (the students originating school) in the search field.
Note: Make sure the school name is entered exactly as it is listed on the Schools/School Info page (Start Page > District Setup > Schools/School Info).
17. Click **Modify Selected Records**. The Direct Database Access (DDA) page displays.

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" on page 22.

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.

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.

How to Transfer Students Out of Summer School

1. Click the PowerSchool logo. The Search Students page displays.
2. Click **All** to select all students enrolled in summer school.
3. On the selection menu, select **Transfer Out of School**. The Transfer Out of School page displays.
4. Use the following table to enter information in the applicable fields:

Filed	Description
Who will be transferred out	The total number of selected students displays.
Transfer Comment	Enter any comments related to the transfer.
Date of transfer	Enter the date of the transfer 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 will be submitted as a blank entry.
Exit code	Choose the exit code from the selection menu.
Auto-Transfer School Options*	<ul style="list-style-type: none"> • Transfer to the last enrolled school (different from current) for each student. <p>Note: If there is no summer school set for the student, or if there is no last enrolled school specified, the student will not be excluded from the district enrollment.</p>
Check here if student(s) intend to enroll in school during next school year.**	<p>Select the checkbox if the student(s) will be enrolled in a school in the district next year.</p> <p>Note: If you do not select this checkbox, the following scheduling-related information for the next school year will be cleared from the student record: next school, schedule this student indicator, and all future course requests.</p>

5. If transferring more than one student, select the verification checkbox.

6. Click **Submit**. An Alert message notifies you that the students have been transferred.

Note: It is vital that you complete this step, otherwise the students will not move to the next school year and grade during End-of-Year processing.

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 section "End-of-Year Process", or the PowerSchool Customer Support Web Site at support.powerschool.com.