

Summer School – Transitional Guide

This guide was developed to help districts with submitting student data as we transition from Power School to Infinite Campus.

Some key points

- PowerSchool does not feed directly to STARS during Summer School.
- Schools will submit their Summer School MIS03 for course approval prior to starting any classes **(THE SAME PROCESS AS PREVIOUS YEARS)**.
- Summer School enrollment is a 3 Step process
 - o Load Students – they can be loaded in multiple ways
 - o Add students to courses
 - o Add course hours for each student

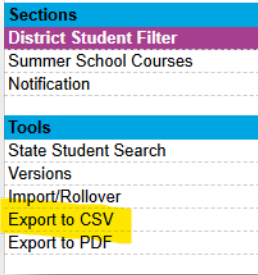
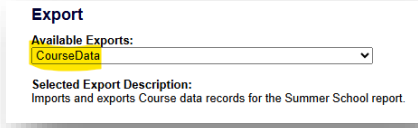

A district can decide to perform all three steps as they've done in previous years (refer to the [STARS Enrollment Help - Summer School](#) help guide). It may be easier for schools to follow the current process depending on the number of students you educated and different classes you offered during the summer.

If a school has a lot of students to load to multiple classes, we are providing an alternative method to load students to courses and add hours using a STARS import.

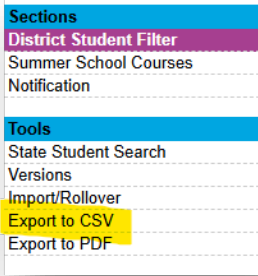
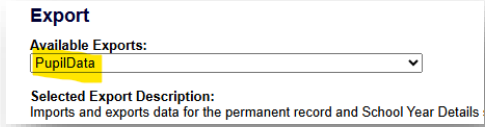

If a school decides to take the alternative method, they will still need to load students to STARS (refer to first step in the [STARS Enrollment Help - Summer School](#) help guide. Loading students to courses and hours to courses (step 2 and 3) involve extracting two csv files, doing some matching, adding hours to the spreadsheet, and submitting the completed file)

Step 1 – extracting approved courses

Once the district’s MIS03 courses are approved, they are loaded to STARS. The first step is extracting that file to get the course numbers.

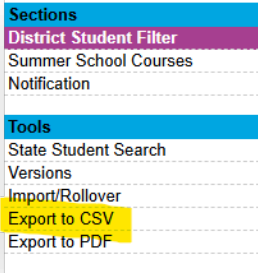
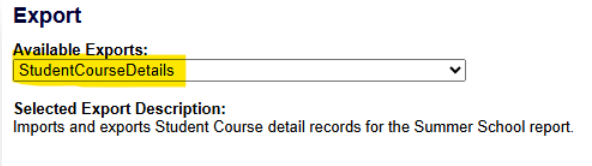
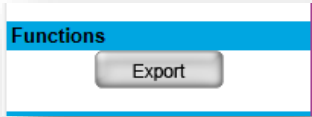
Narrative	Screenshot
<p>Once in the current year’s Summer School enrollment, click on “Export to CSV” from the left menu</p>	 <p>The screenshot shows a vertical menu with two main sections: 'Sections' and 'Tools'. Under 'Sections', there are items for 'District Student Filter', 'Summer School Courses', and 'Notification'. Under 'Tools', there are items for 'State Student Search', 'Versions', 'Import/Rollover', 'Export to CSV' (which is highlighted in yellow), and 'Export to PDF'.</p>
<p>Select 'CourseData' from the dropdown</p>	 <p>The screenshot shows an 'Export' dialog box. It has a title 'Export' and a section 'Available Exports:' with a dropdown menu. 'CourseData' is selected in the dropdown and highlighted in yellow. Below the dropdown, it says 'Selected Export Description: Imports and exports Course data records for the Summer School report.'</p>
<p>Select 'Export'</p> <p>Save this file, it shows your approved courses and course numbers</p>	 <p>The screenshot shows a 'Functions' dialog box with a blue header. Inside the dialog, there is a single button labeled 'Export' which is highlighted with a grey shadow effect.</p>

Step 2 – extracting students

Narrative	Screenshot
<p>Once in the current year’s Summer School enrollment, click on “Export to CSV” from the left menu</p>	 <p>The screenshot shows a vertical menu with two main sections: 'Sections' and 'Tools'. Under 'Sections', there are 'District Student Filter', 'Summer School Courses', and 'Notification'. Under 'Tools', there are 'State Student Search', 'Versions', 'Import/Rollover', 'Export to CSV' (highlighted in yellow), and 'Export to PDF'.</p>
<p>Select 'PupilData' from the dropdown</p>	 <p>The screenshot shows an 'Export' dialog box. It has a title 'Export' and a section 'Available Exports:' with a dropdown menu where 'PupilData' is selected and highlighted in yellow. Below this is a section 'Selected Export Description:' with the text 'Imports and exports data for the permanent record and School Year Details'.</p>
<p>Select 'Export'</p> <p>Save this file, it shows your loaded students and their IDs</p>	 <p>The screenshot shows a simple rectangular button with the word 'Export' centered on it.</p>

Step 2 – extracting import ‘template’

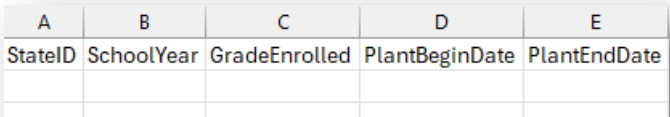
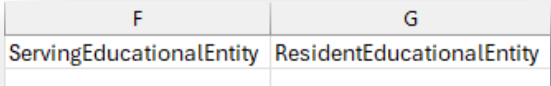
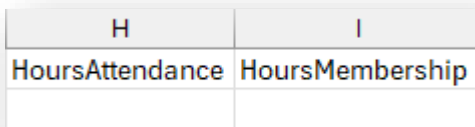
It’s easiest to pull the file (which will be blank) as a template for the import

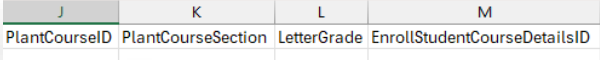
Narrative	Screenshot
<p>Once in the current year’s Summer School enrollment, click on “Export to CSV” from the left menu</p>	 <p>A screenshot of a software menu. The menu is divided into two sections: 'Sections' and 'Tools'. Under 'Sections', there are three items: 'District Student Filter', 'Summer School Courses', and 'Notification'. Under 'Tools', there are four items: 'State Student Search', 'Versions', 'Import/Rollover', and 'Export to CSV'. The 'Export to CSV' item is highlighted with a yellow background.</p>
<p>Select ‘StudentCourseDetails’ from the dropdown</p>	 <p>A screenshot of an 'Export' dialog box. It has a title 'Export' and a section 'Available Exports:' with a dropdown menu. The dropdown menu is open, and 'StudentCourseDetails' is selected and highlighted with a yellow background. Below the dropdown, there is a section 'Selected Export Description:' with the text 'Imports and exports Student Course detail records for the Summer School report.'</p>
<p>Select ‘Export’</p> <p>Save this file, it shows the fields needed to import the data</p>	 <p>A screenshot of a button labeled 'Export' inside a box titled 'Functions'.</p>

Step 3 – filling in the data

Depending on your specific class configuration, it may be easiest to make multiple copies of this spreadsheet to be given to each class. Let them fill in the details and combine into a single spreadsheet for a single import (or keep them separate and perform multiple imports)

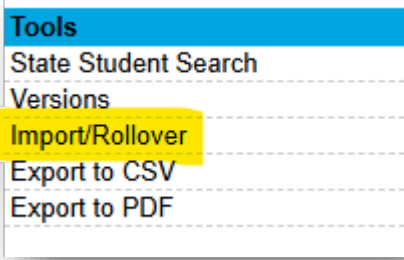
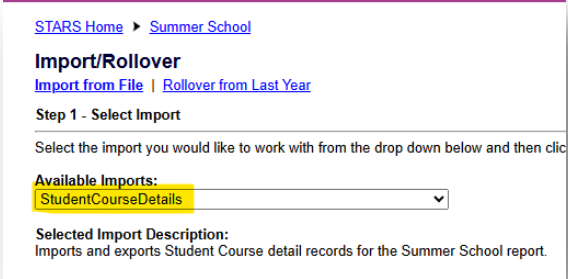
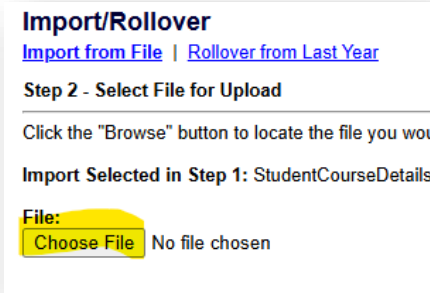
Here is a breakdown of the spreadsheet

Narrative	Screenshot															
<p>State ID – this is the student state ID (from the Pupil Data Export)</p> <p>School Year – 2027 we are heading into the 2027 school year</p> <p>Grade Enrolled – the grade the student is in (generally it is the grade the student will going into for the upcoming school year)</p> <p>Plant Begin and End date – the first and last day of Summer School It should be in the YYYYMMDD format</p>	 <table border="1" data-bbox="722 651 1388 766"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>StateID</td> <td>SchoolYear</td> <td>GradeEnrolled</td> <td>PlantBeginDate</td> <td>PlantEndDate</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	A	B	C	D	E	StateID	SchoolYear	GradeEnrolled	PlantBeginDate	PlantEndDate					
A	B	C	D	E												
StateID	SchoolYear	GradeEnrolled	PlantBeginDate	PlantEndDate												
<p>Serving Ed Entity – the county/district/plant ID of the school</p> <p>Resident Ed Entity – the county/district ID of the district</p> <p>You can get this info from the Pupil Data Export</p>	 <table border="1" data-bbox="760 1060 1307 1144"> <thead> <tr> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>ServingEducationalEntity</td> <td>ResidentEducationalEntity</td> </tr> </tbody> </table>	F	G	ServingEducationalEntity	ResidentEducationalEntity											
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ServingEducationalEntity	ResidentEducationalEntity															
<p>Hours Attendance – the number of hours the student actually attended</p> <p>Hours Membership – the number of hours the student was scheduled to attend</p> <p>The class instructor will need to add these hours</p> <p>The attendance needs to be less than or equal to the hours membership</p> <p>The hours membership needs to be less than or equal to the Instruction hours (found on the Course Data export)</p>	 <table border="1" data-bbox="795 1480 1266 1606"> <thead> <tr> <th>H</th> <th>I</th> </tr> </thead> <tbody> <tr> <td>HoursAttendance</td> <td>HoursMembership</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	H	I	HoursAttendance	HoursMembership											
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Narrative	Screenshot								
<p>Plant Course ID – this corresponds to column I from the course data export</p> <p>Plant Course Section – this corresponds to column K from the course data export</p> <p>Letter Grade – this is entered by the teacher, but can be left blank</p> <p>Enroll Student Course Detail ID – this corresponds to column X from the course data export, but can be a 0</p>	 <table border="1"> <thead> <tr> <th data-bbox="737 411 854 436">J</th> <th data-bbox="854 411 1008 436">K</th> <th data-bbox="1008 411 1101 436">L</th> <th data-bbox="1101 411 1333 436">M</th> </tr> </thead> <tbody> <tr> <td data-bbox="737 436 854 470">PlantCourseID</td> <td data-bbox="854 436 1008 470">PlantCourseSection</td> <td data-bbox="1008 436 1101 470">LetterGrade</td> <td data-bbox="1101 436 1333 470">EnrollStudentCourseDetailsID</td> </tr> </tbody> </table>	J	K	L	M	PlantCourseID	PlantCourseSection	LetterGrade	EnrollStudentCourseDetailsID
J	K	L	M						
PlantCourseID	PlantCourseSection	LetterGrade	EnrollStudentCourseDetailsID						

Step 4– Upload the file

The file needs to be saved in a comma separated CSV file

Narrative	Screenshot
<p>Once in the current year’s Summer School enrollment, click on “Import/Rollover” from the left menu</p>	
<p>Select ‘Student Course Details’ and hit Next</p>	
<p>Hit ‘Choose File; and find the location you saved your import file</p> <p>Hit Next</p> <p>The system evaluates the file structure</p> <p>Hit Next again</p> <p>Hit Import</p>	
<p>The system loads the file and gives results</p> <p>In my example, I had a blank file import, so records indicate a 0</p> <p>Your file should show the number of inserted or updated records</p>	