

Loading Students to TieNet or CityCpan (21st CCLC) program over the Summer

STARS feeds CitySpan and TieNet from regular school year – **15 Aug to 31 May**

STARS feeds CitySpan and TieNet from summer school – **01 Jun to 14 Aug**

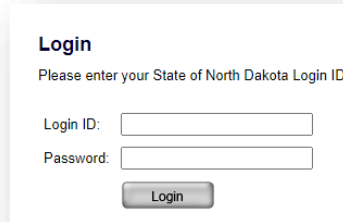
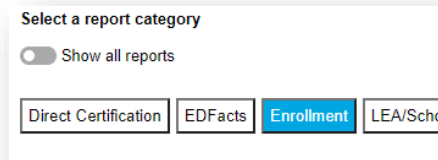
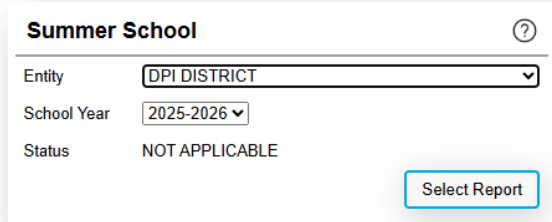
PowerSchool **does not** feed STARS over the Summer months, so students need to be **loaded to STARS** directly.

Note: The Summer School report only needs to be submitted if the district is **requesting reimbursement** for courses held (i.e. driver's ed, remedial courses, etc.). It does not need to be submitted if you are **only loading students** to feed TieNet or CitySpan.

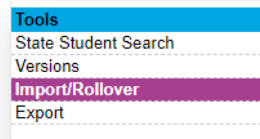
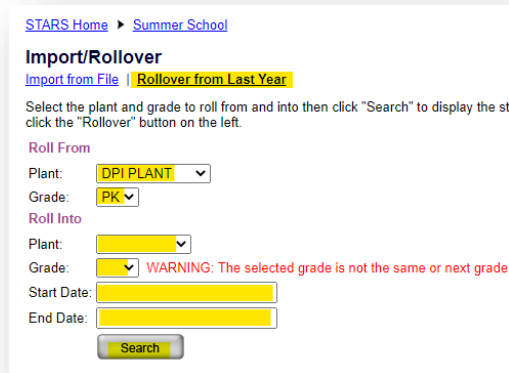
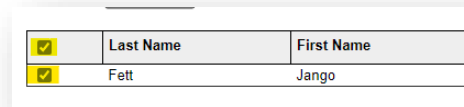

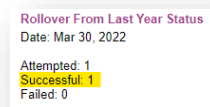
There are two ways to add students to Summer School

1. Roll students over from regular school year – best for larger numbers per grade
2. State Student Search – best for smaller number of students


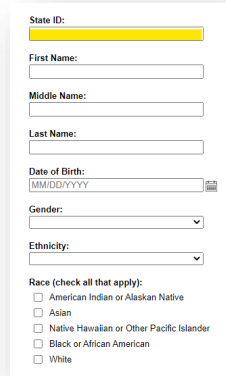
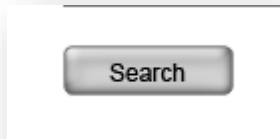

Log into Summer School

Narrative	Screenshot
<p>Log into STARS</p> <p>Enter login ID and Password</p> <p>Hit Login</p>	
<p>Select the Enrollment report group</p>	
<p>On the Summer School report, select your school from the 'Entity' dropdown</p> <p>Select the school year from the 'School Year' dropdown</p> <p>Note: Summer School begins the school year, so Summer School starting in Jun 2025 is part of the 2025-2026 School year</p> <p>Hit 'Select Report'</p>	

Roll Students Over from Regular School Year

Narrative	Screenshot
Select 'Import/Rollover' from the 'Tools' menu (on the right side of the screen)	
<p>Select 'Rollover from Last Year'</p> <p>In the Roll From section, Select the Plant and grade the student was enrolled in during the last school year</p> <p>In the Roll Into section, select the plant they are attending Summer School at (should match the Summer School MIS03) and grade they are for the upcoming school year</p> <p>Enter the Summer School Start and End date</p> <p>Hit 'Search'</p>	
<p>This will show you a list of students based on the information you entered in the Roll From section</p> <p>To roll the student into Summer School, make sure there is a check in the box next to their name</p> <p>By default, all students are checked. You can remove this by unchecking the box at the top of the list</p>	
<p>Select 'Rollover' (on the right side of the screen)</p> <p>Repeat these steps for each grade you want rolled over into summer school</p>	
You will receive a message showing how many student(s) were rolled over into summer school	

State Student Search

Narrative	Screenshot
<p>If the student was not at your school last year (i.e. a student from another district takes driver's ed with your school over the summer), or you want to a one-by-one load; you will need to search for the student</p> <p>Select 'State Student Search' from the 'Tools' menu (on the right side of the screen)</p>	
<p>Enter the requested information, the more complete information you enter, the more likely you are to find the student</p> <p>If the student doesn't already have an ID, you need first/last name, date of birth, gender, ethnicity and race (needed to create a new ID)</p> <p>Entering the State ID is ideal</p>	
<p>Hit Search (it's below the search fields, you may need to scroll down)</p>	
<p>This will bring up a list of students (and their most recent enrollment information) based on your search criteria</p> <p>Select the student you want to enroll in Summer School</p> <p>If you don't see the student on the list, select 'Add New Student' to create a new ID</p>	

Entered the requested information based on the plant the student is enrolling in for summer school

Recommended Start/End dates

01 Jun – 24 Aug

Hit 'Save' in the upper right corner

You need to repeat this process for each student you want to enroll in summer school

Fett, Jango
State ID: 3749436468
DOB: Feb 15, 2016
Age: 6
Gender: Male
Ethnicity: Not Hispanic or Latino
Race: Native Hawaiian or Other Pacific Islander

Enrollment
Plant Serving: *
Begin Date: *
Grade: *
Resident District: *
Enrolled Status: *
End Date: *
Exit Code: *

**This record was last updated in Stars.

To send to CitySpan

Check the 21st Century Box

Hit 'Save' (in the upper right corner)

Special Programs

☐ NS Lunch Program

☒ 21st Century

To Send to TieNet

Select 'Send to Tienet' – for students being sent to Tienet for eval over the summer

If the student is receiving ESY services over the Summer, check the Special Education check box

Note: if the student is receiving ESY services, please refer to the Summer School guide to load course hours; you will need to submit the Summer School report to claim reimbursement for ESY services

Send To Tienet: To access

Special Education
DPI Contact: Michelle Souther