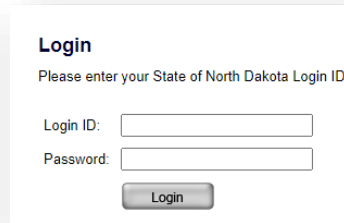
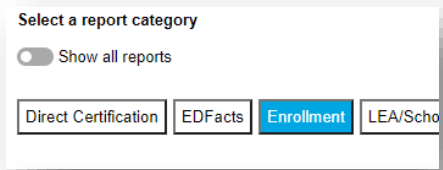
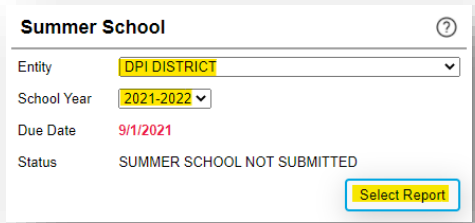
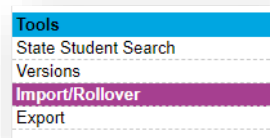
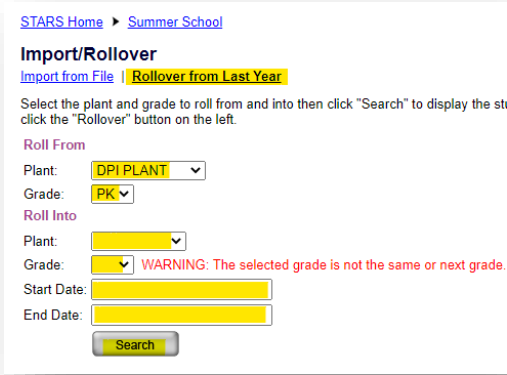
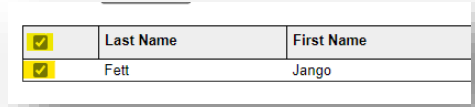
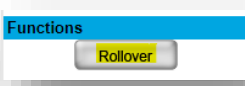
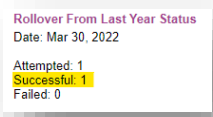
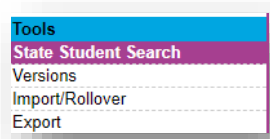


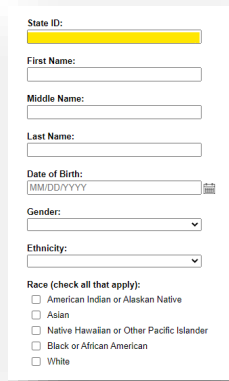
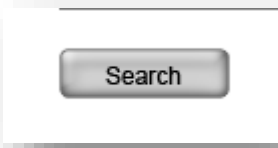

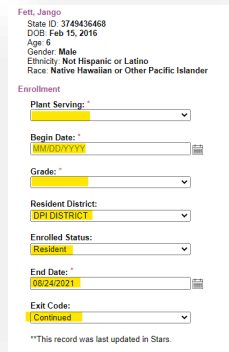
Summer School is a 3-step process

1. Roll students over from regular school year (STARS Summer School is not linked to PowerSchool, so schools need to roll over students from regular school year)
2. Add students to courses (the school adds courses prior to starting summer school via the Summer School MIS03)
3. Add course hours to each student

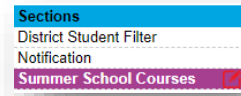
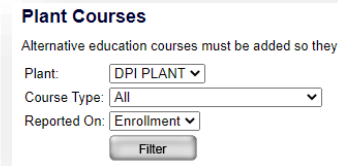
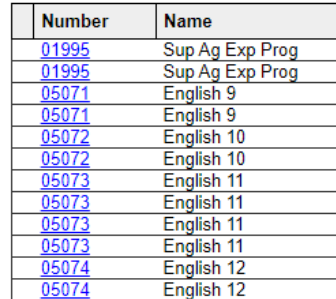
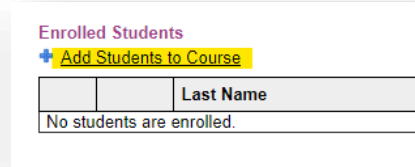
Step 1 – Roll Students into Summer School

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 2022 is part of the 2022-2023 School year</p> <p>Hit 'Select Report'</p>	
<p>Select 'Import/Rollover' from the 'Tools' menu</p>	

Narrative	Screenshot
<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'</p> <p>Repeat these steps for each grade you want rolled over into summer school</p>	
<p>You will receive a message showing how many student(s) were rolled over into summer school</p>	
<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), you will need to search for the student</p> <p>Select 'State Student Search' from the 'Tools' menu</p>	

Narrative	Screenshot
<p>Enter the requested information, the more complete information you enter, the more likely you are to find the student</p> <p>Entering the State ID is ideal</p>	
<p>Hit Search</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>Entered the requested information based on the plant the student is enrolling in for summer school</p> <p>Hit 'Save' in the upper right corner</p> <p>You need to repeat this process for each student you want to enroll in summer school that wasn't in your district for the prior school year</p>	

Step 2 – Assign students to courses

Narrative	Screenshot																										
Select 'Summer School' from the 'Sections' menu																											
<p>Select the plant from the drop down (this will be the plant you submitted on the Summer School MIS03)</p> <p>Select a specific course type (generally you can leave it as 'All' to see all courses)</p> <p>Select Reported On</p> <p>Enrollment are courses loaded by DPI to all schools (generally only ESY or Migrant)</p> <p>MIS03 will be all the course the school submitted on their Summer School MIS03</p> <p>Hit 'Filter'</p>																											
Select the course you want to load student to	 <table border="1"> <thead> <tr> <th>Number</th><th>Name</th></tr> </thead> <tbody> <tr><td>01995</td><td>Sup Ag Exp Prog</td></tr> <tr><td>01995</td><td>Sup Ag Exp Prog</td></tr> <tr><td>05071</td><td>English 9</td></tr> <tr><td>05071</td><td>English 9</td></tr> <tr><td>05072</td><td>English 10</td></tr> <tr><td>05072</td><td>English 10</td></tr> <tr><td>05073</td><td>English 11</td></tr> <tr><td>05073</td><td>English 11</td></tr> <tr><td>05073</td><td>English 11</td></tr> <tr><td>05073</td><td>English 11</td></tr> <tr><td>05074</td><td>English 12</td></tr> <tr><td>05074</td><td>English 12</td></tr> </tbody> </table>	Number	Name	01995	Sup Ag Exp Prog	01995	Sup Ag Exp Prog	05071	English 9	05071	English 9	05072	English 10	05072	English 10	05073	English 11	05073	English 11	05073	English 11	05073	English 11	05074	English 12	05074	English 12
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05074	English 12																										
05074	English 12																										
Select 'Add Students to Course'																											

Narrative

Screenshot

Enter any criteria to narrow your search

Hit 'Filter'

Course
English 10 (05072)English 10(05072)

☒ Check to return only the most recent student detail record for a student.

Plant:
[No Plant Filter]

Grades:
(ex. "K,1-3" or "9-11" or "PK,4,5-8")

Last Name Begins With:
(ex. "P" or "Sm")

State ID:

Start Date: End Date:
MM/DD/YYYY MM/DD/YYYY

ExitCode:
[Select all exit codes]

Filter

This will show you a list of students based on your search criteria

To enroll the student into course, make sure there is a check in the box next to their name

By default, all students are checked. You can remove this by unchecking the box at the top of the list

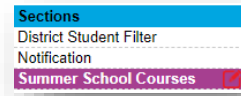
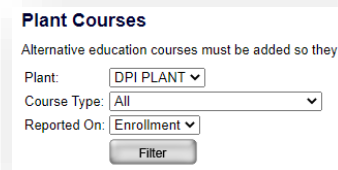
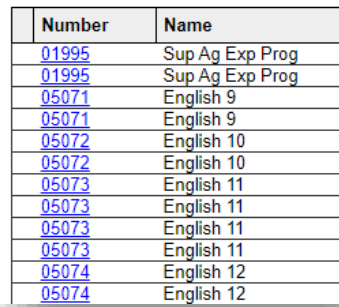
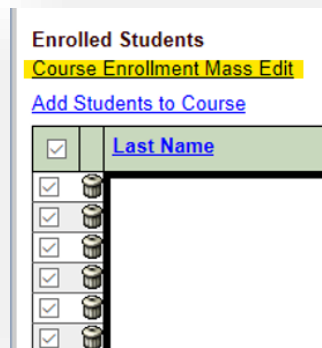
<input checked="" type="checkbox"/>	Last Name	First Name
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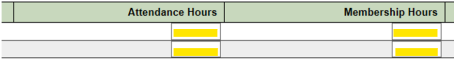
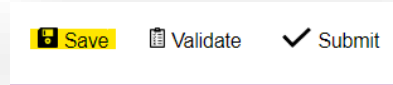
Hit Save

Repeat this process to load all students to the correct courses

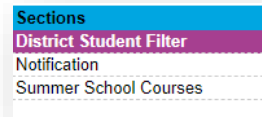
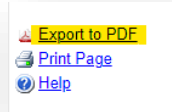
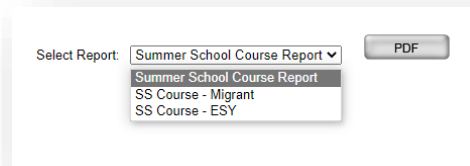
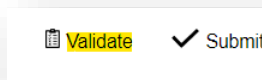
Save Validate Submit

Step 3 – Add attendance hours to courses

Narrative	Screenshot																										
Select 'Summer School' from the 'Sections' menu																											
<p>Select the plant from the drop down (this will be the plant you submitted on the Summer School MIS03)</p> <p>Select a specific course type (generally you can leave it as 'All' to see all courses)</p> <p>Select Reported On</p> <p>Enrollment are courses loaded by DPI to all schools (generally only ESY or Migrant)</p> <p>MIS03 will be all the course the school submitted on their Summer School MIS03</p> <p>Hit 'Filter'</p>																											
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Select 'Course Enrollment Mass Edit'																											

Narrative	Screenshot						
<p>Enter the Attendance and Membership hours for each student</p> <p>Membership Hours = the time the student <u>was enrolled</u> (in some cases, the student may only be enrolled a portion of the time)</p> <p>Attendance Hours = the <u>actual time</u> the student attended</p> <p>Scenario 1 – class is scheduled for 30 hours; student is enrolled the entire time, but is absent for 1 hour; Membership = 30 hours Attendance = 29 hours</p> <p>Scenario 2 – class is scheduled for 30 hours; student only enrolled in half, and attends the entire time; Membership = 15 hours Attendance = 15 hours</p> <p>Scenario 3 – class is scheduled for 30 hours; student only enrolled in half, but is absent for 1 hour; Membership = 15 hours Attendance = 14 hours</p>	 <table border="1"> <thead> <tr> <th>Attendance Hours</th><th>Membership Hours</th></tr> </thead> <tbody> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </tbody> </table>	Attendance Hours	Membership Hours				
Attendance Hours	Membership Hours						
<p>Hit Save</p> <p>Repeat this process to load all students to the correct courses</p>							

Step 4 (BONUS) – PDF Reports and Summer School submission

Narrative	Screenshot
Select 'District Student Filter' from the Sections menu	
Select 'Export to PDF'	
<p>Select a report from the drop-down</p> <p>Summer School Course Report – shows all summer school courses, attendees, hours and membership days</p> <p>SS Course – Migrant – shows all summer school migrant courses, attendees, hours and membership days</p> <p>SS Course – ESY – shows all summer school ESY courses, attendees, hours and membership days</p> <p>Hit PDF</p> <p>Use this report to verify all students, courses and hours are properly loaded</p>	
Once your satisfied that all students, courses, and hours are loaded, hit the Validate button	
Correct any Errors or Inter-District errors (they have a Red X or a Inter District validation error indicator	
Once all errors are cleared, hit Submit	