

PowerSchool Handbook

Summer School and ESY Registration Process

Version 6.0
February 24, 2020



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About This Handbook

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

NOTE: Dates and terms depicted throughout this handbook are used as examples and may not reflect the current scheduling school year or Term.



Part 1: Registration Overview and Timeline

Contact Information

For questions regarding the Summer School Registration process:

Lisa Sheldon

619-725-7139

lisheldo1@sandi.net

For questions regarding online courses and iHigh:

Eunique Johnson

ejohnson7@sandi.net

For Special Education assistance and ESY student placement authorization:

Naomi Lewis

619-725-7426

nlewis1@sandi.net

Registration Process Overview

Beginning February 24th, schools sites will begin assigning students to summer school in the *PowerSchool main database*.

For Students Attending a District Summer High School

- Counselors or designated staff will indicate the summer school, and complete course information in the Main database Summer Registration page. *A district approved summer school must be selected in order to access the Summer Registration page.*
- **REMINDER!** For students taking **Online Credit Recovery** courses, **SS iHigh Virtual Academy** must be the selected school.
- Case manager or designated staff must also complete the ESY Registration page if a student will be attending an *ESY program in conjunction with summer high school*.
- IT will run a nightly process that will move the students and their course requests into **PowerScheduler** in the *summer school database*.

For Students Eligible to Attend an ESY Summer Program

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

For Students Attending a Non-ESY Summer Program

(Twain, Garfield, Non-Public, Home and Hospital)

- School staff will indicate the Non-ESY summer school and submit the selection.

For All Other Students Attending a Summer Program

- School staff will indicate the summer school and submit the selection.

IMPORTANT!

- Counselors and Case managers may continue to use the Summer School and ESY Registration Screens, and IT will continue the nightly process of moving the information to the Summer Database.
- On **June 5th at 4:00pm**, the IT department will create student enrollments in the *summer school database* for all tagged students from the *PowerSchool main database*.
- On **June 8th**, school site users will follow the regular enrollment procedure to transfer new students into the *summer school database*.

Registration Process Timeline

February 24th

PowerSchool main database

- Summer School and ESY Registration screens available for input.
- Summer School and ESY Registration reports available.

Summer school database

- Not available.

April 27th

PowerSchool main database

- Summer School and ESY Registration screens still available for input.
- Summer School and ESY Registration reports still available.

Summer school database

- Summer and ESY Registration screens available (read only).
- Summer School and ESY reports available.
- All students are *INACTIVE*.
- Nightly process copies the Summer School, Course Requests, and ESY screens from the PowerSchool main database.
- PowerScheduler is available to summer High Schools to begin master schedule building.
- Access to enroll students will be unavailable.
- Access to district transfer will be unavailable.
- Next school/next grade is set based on Summer School registration screen.

June 4th 4 PM

PowerSchool main database

- Last day of summer school registration.
- Summer School and ESY Registration screens unavailable after 4 PM.

June 5th 4 PM

Summer school database

- Last day to run the Loader in *summer school database*.
- IT will run the commit process for the five district Summer High Schools (this will copy the teacher and student schedules from the PowerScheduler to the live side).

-
- IT will run the EOY (End of Year) process. This process will enroll the registered students into the current summer sites.
 - Access to PowerScheduler is turned off.
 - Access to enroll students from within district will be turned on.
 - Access to District Transfer will be turned on.

June 8th

PowerSchool main database

- Summer Registration unavailable.
- ESY registration screen still available.

IMPORTANT! IT will continue the nightly process of copying the ESY information over to the *summer school database*, however, students will **NOT be enrolled**. School sites are responsible for enrolling students in the summer database.

Summer school database

- Summer sites can now enroll students.

All summer school applications after **June 4th** must be manually enrolled and scheduled into the *summer school database*.

All ESY registrations after **June 4th** will need to be manually enrolled in the *summer school database*.

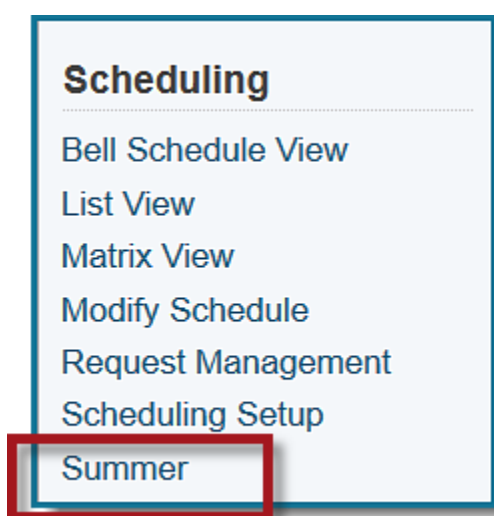
- Summer school and ESY sites should review reports for changes to the ESY Registration screens for students who need to be enrolled.
- Summer school sites finalize Master Schedule on the live side.

Part 2: Using the Summer School Screen

Assigning Students to a District Approved Summer High School

IMPORTANT! Effective **June 4th at 4:00 pm**, the tagging of students for summer registration will be closed in the PowerSchool main database. Any new summer applications, class changes, and school enrollments will need to happen in the *summer school database*.

1. From the **Start Page**, select a student.
2. On the **Student** page, under Scheduling, select **Summer**.



3. On the **Summer School** tab, select the name of the approved District Summer School from the **Summer School Indicator** drop-down menu. **NOTE:** The Summer Registration button is disabled until an approved District High School is selected.
 - ***If student is taking ONLY seat-time courses at a school site***, select an approved District High School Summer School from the drop-down menu:
SS Clairemont, SS Hoover, SS Lincoln, SS San Diego SCPA, SS Serra
 - ***If student IS TAKING ANY Online Credit Recovery courses***, you MUST select ***SS iHigh Virtual Academy*** from the drop-down menu.
4. Click the **Summer Registration** button.

Summer School

Rogers, Steve 11 42680 Hoover

Summer School ESY Registration

Summer School
(High School Students Only. For ESY Registration, click ESY Registration tab.)

Summer School Indicator

SS Clairemont High

Note for Summer School Admin

80 characters left

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

OPTIONAL
Comments added here will show up on the **Summer School Registration Report**.

IMPORTANT!
If the student is taking ANY Online Credit Recovery courses, select **iHigh Virtual Academy..**

Completing the Summer Registration Page

IMPORTANT! Students can be enrolled in *seat time* **OR** *online courses*, **NOT BOTH**.

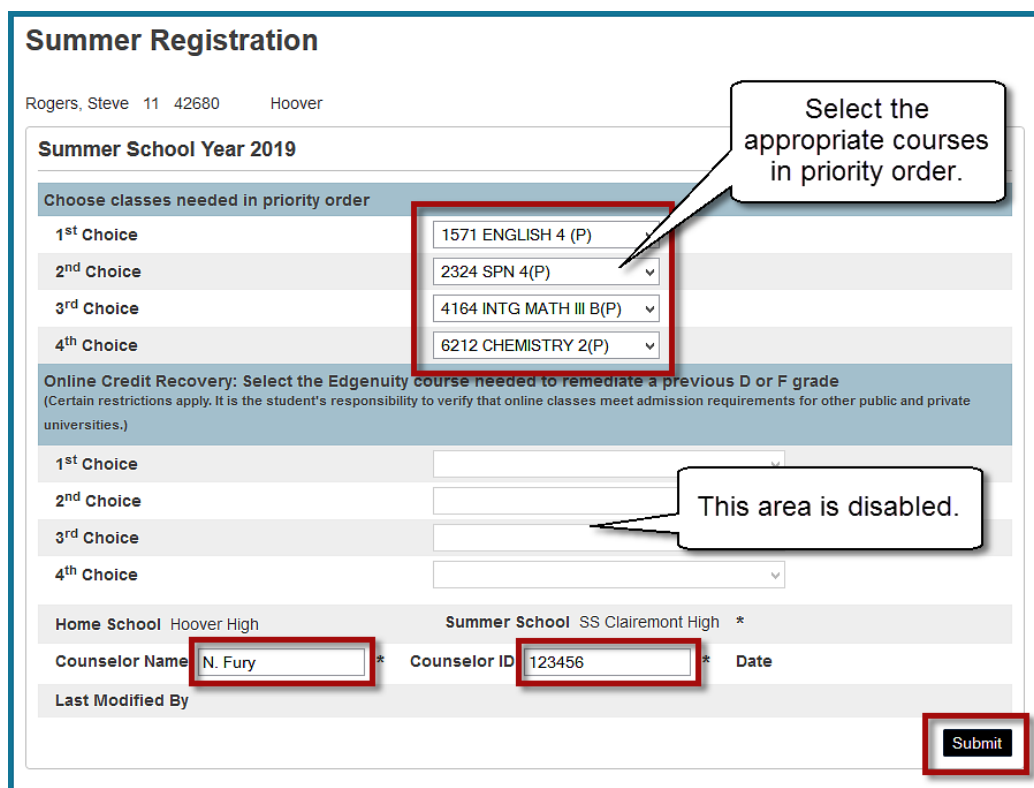
If you have questions, please contact **Eunique Johnson, Online Program Manager** at ejohnson7@sandi.net.

For Students Taking Seat Time Courses at a High School Site

The school of choice must be one of the following: **SS Clairemont, SS Hoover, SS Lincoln, SS San Diego SCPA, SS Serra**

1. On the **Summer Registration** page, select the appropriate courses in priority order.
2. Enter the **Counselor Name** and **Counselor ID** in the text fields. *These are required fields.*
3. Click **Submit**.

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



Summer Registration

Rogers, Steve 11 42680 Hoover

Summer School Year 2019

Choose classes needed in priority order

1 st Choice	1571 ENGLISH 4 (P)
2 nd Choice	2324 SPN 4(P)
3 rd Choice	4164 INTG MATH III B(P)
4 th Choice	6212 CHEMISTRY 2(P)

Online Credit Recovery: Select the Edgenuity course needed to remediate a previous D or F grade
(Certain restrictions apply. It is the student's responsibility to verify that online classes meet admission requirements for other public and private universities.)

1 st Choice	
2 nd Choice	
3 rd Choice	
4 th Choice	

Home School Hoover High Summer School SS Clairemont High *

Counselor Name N. Fury * Counselor ID 123456 * Date

Last Modified By

Submit

Annotations:

- Select the appropriate courses in priority order.
- This area is disabled.

For Students Taking Online Credit Recovery Courses

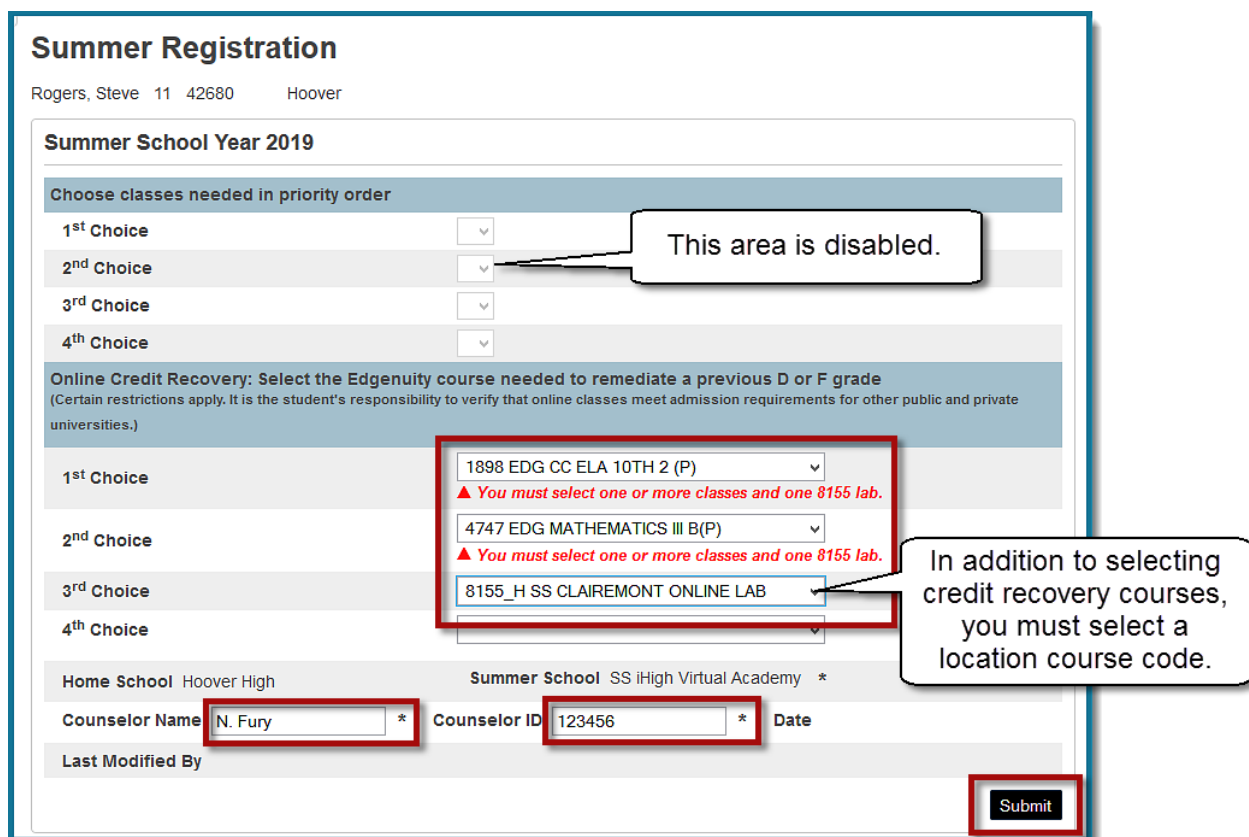
The school of choice must be: **SS iHigh Virtual Academy**

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

IMPORTANT! You **must also select** a location course code: **8155 (SS school name)**. This is the host site where a student will attend for support and administered exams.

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

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



Summer Registration
Rogers, Steve 11 42680 Hoover

Summer School Year 2019

Choose classes needed in priority order

1st Choice

2nd Choice

3rd Choice

4th Choice

This area is disabled.

Online Credit Recovery: Select the Edgenuity course needed to remediate a previous D or F grade
(Certain restrictions apply. It is the student's responsibility to verify that online classes meet admission requirements for other public and private universities.)

1st Choice

2nd Choice

3rd Choice

4th Choice

▲ You must select one or more classes and one 8155 lab.

▲ You must select one or more classes and one 8155 lab.

In addition to selecting credit recovery courses, you must select a location course code.

Home School Hoover High Summer School SS iHigh Virtual Academy *

Counselor Name * Counselor ID * Date

Last Modified By

Submit

Making Changes to the Registration Pages

To make changes to the student's summer school or course choices, do the following:

1. From the **Start Page**, select the student whose record needs changing.
2. On the **Student** page, under Scheduling, select **Summer**.
3. Select the new Summer School from the **Summer School Indicator** drop-down menu.
4. Click **Submit**.
5. **YOU MUST** click the **Summer Registration** button in order for the new school to be updated.
6. On the **Summer Registration** screen, make the appropriate changes to the course choices, *if needed*.
7. Click **Submit** whether or not you make changes to the Registration screen.

IMPORTANT! If you need to make a change to a student that has online courses, contact **Eunique Johnson, Online Program Manager** at ejohnson7@sandi.net

Effective **June 4th at 4:00 pm**, the tagging of students for summer registration will be closed in the *PowerSchool main database*. Any new summer registrations, class changes, and school enrollments will need to happen in the *summer school database*.

Part 3: Using the ESY Registration Screen

ESY Registration Access

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

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

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

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

Assigning Students to the ESY Summer Program

IMPORTANT! Effective **June 8th**, all ESY registrations will need to be manually enrolled in the *summer school database*.

IT will continue the nightly process of copying the *ESY information* over to the *summer school database*, however, students will **NOT be enrolled**.

1. From the **Start Page**, select a student.
2. On the **Student** page, under Scheduling, select **Summer**.
3. **NEW!**

Case Managers - Select the **ESY Registration** tab. This tab will be enabled if the student qualifies for ESY.

Counselors - If the student will be taking classes at the Summer High School *in conjunction with the ESY program*, select the Summer School tab, choose a school, then complete the course information on the Summer Registration page. (See instructions beginning on **page 10**).

4. **Attending ESY** is set to **Yes** by default for all ESY students eligible to attend summer. This setting enables the ESY Registration button.

NOTE! It is important to identify those students who will not be attending this year and change **Attending ESY** to **No**.

5. Click the **ESY Registration** button.

ESY Registration 🏠 🌐

Danvers, Carol 12 101200248 Hoover

Summer School **ESY Registration**

ESY Registration


IEP	Yes
ESY Indicator	Unassigned
ESY Eligibility	Eligible
Attending ESY	<input checked="" type="radio"/> Yes <input type="radio"/> No

Leave the **Yes** button selected. This keeps the **ESY Registration** button enabled.

ESY Registration

Completing the ESY Registration Page

1. **IMPORTANT! ALL** fields are required to be filled out. For questions regarding field descriptors and usage, call Naomi Lewis in the Special Ed Department at (619)725-7426.
2. Click **Submit**.

ESY 

Danvers, Carol 12 02/21/2019 Hoover

Registration Assignment

IMPORTANT!
All fields are required on the
ESY Registration page.

ESY Eligibility Eligible

Home Address 2731 44TH ST, APT 5

City, State, Zip SAN DIEGO, CA 92105

Neighborhood School Hoover High

Case Manager Nick Fury

Case Manager Classification/Credential ☒ MM (Mild/Moderate) ☐ MS (Mod/Severe)

Case Manager Email Address nfury12@sandi.net

Case Manager Phone Number (555) 555-5555

Current IEP Services

Student Classification ☒ MM (Mild/Moderate) ☐ MS (Mod/Severe)

Program Classification ☐ DHH ☐ MPC ☐ PH ☐ VI ☒ N/A (One or more must be selected)

Primary Disability Intellectual Disability

SLP Services ☐ Yes ☒ No

APE Services ☐ Yes ☒ No

OT Services ☐ Yes ☒ No

PT Services ☐ Yes ☒ No

CAPA/CAA ☐ Yes ☒ No

HNS/SPHCS ☐ Yes ☒ No

1:1 on IEP ☐ Yes ☒ No

1:1 Services By ☐ SEA ☐ SET ☐ SEBT

Transportation Services

Neighborhood School Hoover High

A.M. Pick Up at Hoover High ☒ Yes ☐ No

A.M. Pick Up Address if Other than Neighborhood School Street

P.M. Drop Off at Hoover High ☒ Yes ☐ No

P.M. Drop Off Address if Other than Neighborhood School Street

Student Must Be Met (MBM) ☐ Yes ☒ No

MBM By Whom Name Title

Bus Monitor on IEP ☐ Yes ☒ No

Bus Monitor or Nurse Needed ☐ Monitor ☐ Nurse ☒ N/A

Equipment Needs ☐ Wheelchair ☐ Car Seat ☐ Harness ☒ N/A

Currently Receiving SpEd Transportation ☐ Yes ☒ No

Created By Easton, Ralynn Date 02/21/2019

Last Modified By Easton, Ralynn Date 02/21/2019

Submit

Select N/A or one or more **Program Classifications**.


If Pick Up/Drop Off is the Neighborhood school, select **Yes**.

If Pick Up/Drop Off is someplace other than the neighborhood school, select **No** and provide a valid address.

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

Case Manager Email Address	<input type="text"/>	▲ This field is required.
Case Manager Phone Number	<input type="text"/>	▲ This field is required.

NOTE: Once the Special Ed Department assigns the student to a school, the ESY Assignment can be viewed on the **Assignment** tab.

ESY


Danvers, Carol 12 101200248 Hoover High

ESY Assignment	SS Clairemont High
Attending ESY	(x) Yes () No
Neighborhood School	Hoover High
Student Classification	(x) MM (Mild/Moderate) () MS (Mod/Severe)
Program Classification	() DHH () MPC () PH () VI (x) N/A (Select one or more)
Primary Disability	Intellectual Disability
Assign to Class	APPL ENG 11-12 (7344) APPL MATH 11-12 (7314)
Comments	

Assignment Created By Stark, Tony **Date** 02/21/2019
Assignment Last Modified By Stark, Tony **Date** 02/21/2019

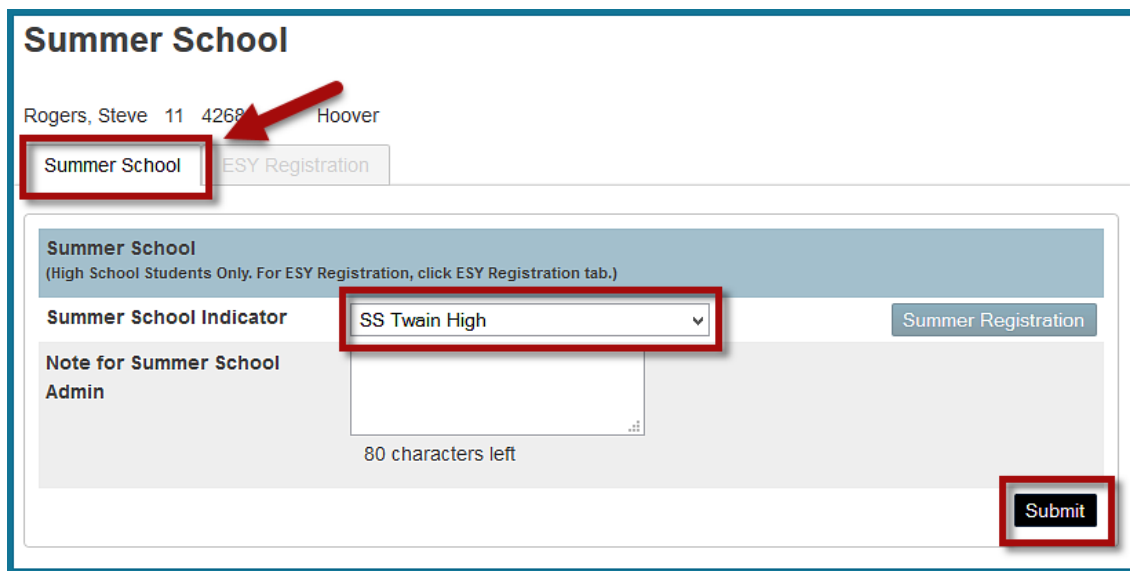
[Back](#)

Assigning Students to a Non-ESY Summer Program

Students attending a **Non-ESY Summer Program** (Garfield, Home and Hospital, Non-Public, Twain) must be tagged in the main PowerSchool database so that IT can create their enrollment in the Non-ESY summer school.

IMPORTANT! Effective **June 8th**, all students attending a Non-ESY Summer Program will need to be manually enrolled in the *summer school database*.

1. From the **Start Page**, select the student.
2. On the **Student** page, under Scheduling, select **Summer**.
3. On the **Summer School** tab, select the name of the Non-ESY Summer School from the **Summer School Indicator** drop-down menu.
4. Click **Submit**.



The screenshot shows the 'Summer School' registration interface. At the top, the student's name 'Rogers, Steve' and ID '11 4268' are displayed, with a red arrow pointing to the ID. Below this, there are two tabs: 'Summer School' (highlighted with a red box) and 'ESY Registration'. The 'Summer School' section has a blue header with the text 'Summer School (High School Students Only. For ESY Registration, click ESY Registration tab.)'. Below the header, the 'Summer School Indicator' dropdown menu is set to 'SS Twain High' (highlighted with a red box). To the right of the dropdown is a 'Summer Registration' button. Below the dropdown is a text area for 'Note for Summer School Admin' with a character count of '80 characters left'. At the bottom right, there is a 'Submit' button (highlighted with a red box).

Part 4: Summer School/ESY Reports

Summer School Reports

Summer School Registration Report

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

- If this report is run from the **PowerSchool main database**, the student's **current grade level** will be listed.
 - If this report is run from the **Summer school database**, the student's **grade will be bumped up one grade level**.
1. From the **Start Page**, select **System Reports**.
 2. Select **sqlReport 4 tab**, then select **Summer School Registration**.
 3. To run the report for *all* students tagged for Summer school, select **No** from the drop down menu. Select **Yes** to run for a selected group of students.
 4. Click **Submit**.

Summer School Student Schedules

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

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

- If this report is run from the **main database**, the student's **current grade level** will be listed.
 - If this report is run from the **summer school database**, the student's **grade will be bumped up one grade level**.
1. From the **Start Page**, select **System Reports**.
 2. Select **sqlReport 4 tab**, the select **Summer School Student Schedules**.
 3. To run the report for *all* students tagged for Summer school, select **No** from the drop down menu. Select **Yes** to run for a selected group of students.
 4. Click **Submit**.

ESY Reports

ESY Assigned Student List Report

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

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

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

ESY Unassigned Student List Report

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

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

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

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

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

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

-
- **ALL** – Select **Yes** to list all students that are ESY eligible, whether they are attending, or not attending.
 - **Run for Selected Students** - Select **Yes** to run for a selected group of students.

3. Click **Submit**.

For Transportation Department Only - ESY

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

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