PowerSchool Handbook

Summer School and ESY Registration Process

Version 10.3
February 8, 2024

INTEGRATED TECHNOLOGY
SAN DIEGO UNIFIED SCHOOL DISTRICT

PowerSchool

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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 Extended School Year (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
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lsheldo1@sandi.net

For Questions regarding **ESY student placement and registration:**
Theresa Aviles
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For Questions regarding **access to PowerSchool Special Programs (IEP) for ESY:**
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Registration Process Overview

Beginning **January 29th**, the summer registration pages will be available in *PowerSchool main database*.

For Students Attending the Summer Academic Program

Please go through the entire document to familiarize yourself with the process.

IMPORTANT!

- Counselors for **9 – 12th grade students** must complete the Summer Registration page to submit course requests for all students attending summer school.

- **Elementary** and **Middle Schools** should select the summer school from the menu and submit the page. The Summer Registration button will remain disabled as no course requests are necessary.

- Student information and course requests are copied nightly to the *summer school database* and **PowerScheduler** during summer registration.

- On **March 29th**, the Summer School Registration pages will be locked and disabled for Registration and Course Request entry. This excludes ESY Registration.

- On **May 10th at 4:00 PM**, the IT department will create student enrollments in the *summer school database* for all tagged students from the *PowerSchool main database*.

- On **May 13th**, school site users will follow the regular enrollment procedure to transfer new students into 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 **Extended Learning Opportunities**.

Registration Process Timeline

January 29th

PowerSchool main database

- The registration screens for Summer School and ESY are now available. Additionally, the reports for Summer School and ESY registrations can now be accessed.

Summer school database

- Not available.

March 25th

PowerSchool main database

- Summer School Registration pages available.

- Summer School and ESY Registration reports 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 Middle and High Schools to begin school schedule building.

- Hosting Elementary schools can begin to create their school schedule on the live side. Students cannot be scheduled at this time.

- 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.

March 29th

PowerSchool main database

- Summer School Registration pages are locked and unavailable after 4 PM.

- ESY Registration screens remain open.

- Summer School and ESY Registration reports continue to be accessible.

May 9th at 4 PM

PowerSchool main database

- Access to ESY Registration will be turned off.

Summer school database

- Last day to run the Loader in *summer school database*.

- PowerScheduler will be unavailable after 4:00 PM.

May 10th

Summer school database

- IT will run the commit process for the hosting Summer Middle and 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 creates school enrollments for all students tagged for summer or ESY.

May 13th

PowerSchool main database

- Summer School Registration pages remain locked and unavailable.

- ESY Registration pages remain locked and unavailable for tagging ESY eligible students.

Summer school database

- Access to enroll students from within district will be turned on.

- Access to District Transfer will be turned on.

- Summer sites can now enroll students.

- Hosting Elementary schools can begin scheduling students.

- **All summer school applications** after *March 29th* must be manually enrolled and scheduled into the *summer school database*.

- **All students tagged for ESY** after *May 9th* must be manually enrolled and scheduled into the summer school database.

Part 2: Tagging Students for Summer School

Assigning Students to a Hosting Summer School

IMPORTANT! Effective *March 29th at 4:00 PM,* the tagging of students for summer registration will be locked and disabled in the PowerSchool main database. Any new summer applications, class changes, and school enrollments after this date will need to occur in the *summer school database* **beginning on May 13th.**

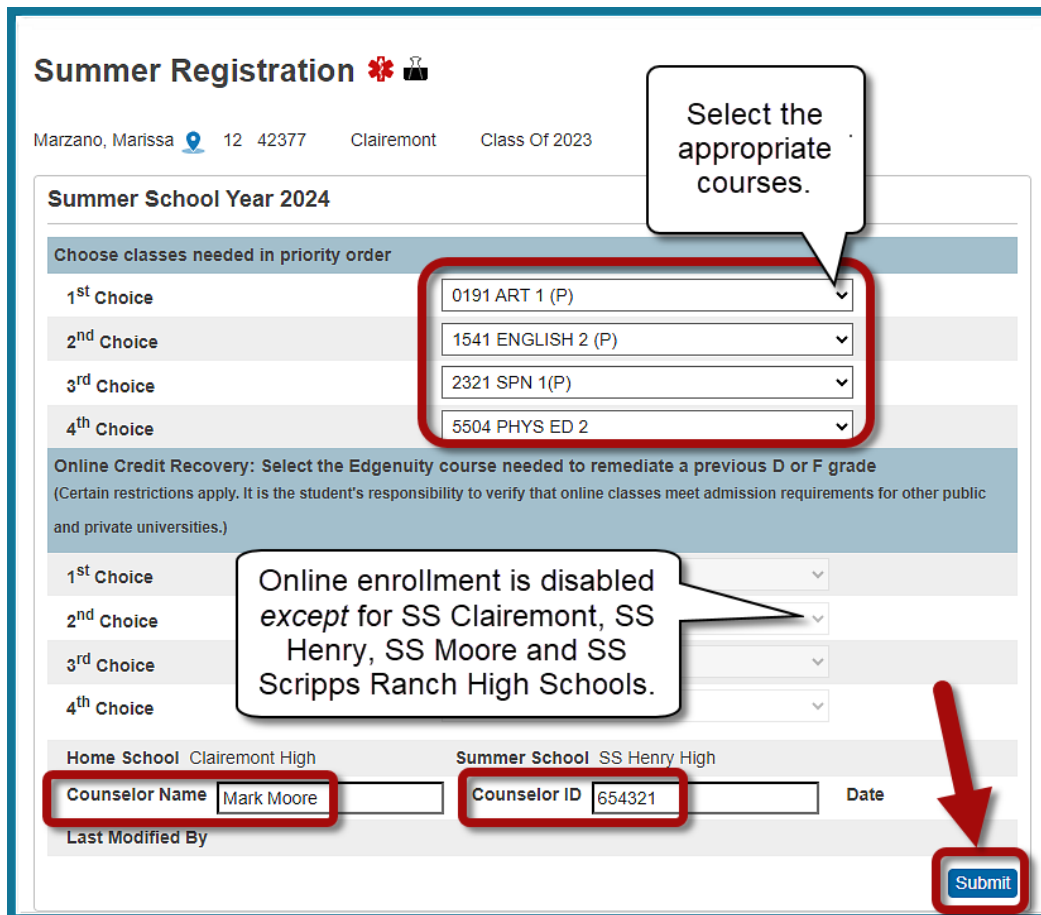1. From the **Start Page**, select a student.

2. On the **Student** page, under Scheduling, select **Summer**.
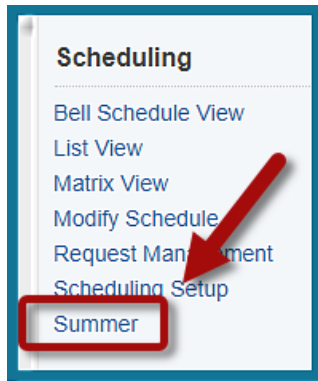
3. On the **Summer School** tab, select the name of the Summer School from the **Summer School Indicator** drop-down menu.

   Elementary and Middle Schools – Select a school and click **Submit**. The Summer Registration button will remain disabled as no course requests are necessary.

   High Schools – Select a school and click the **Summer Registration** button. This button will remain disabled until a school is selected.

   NOTE: Selected High Schools will have the option to enter Course Requests for Summer Registration.
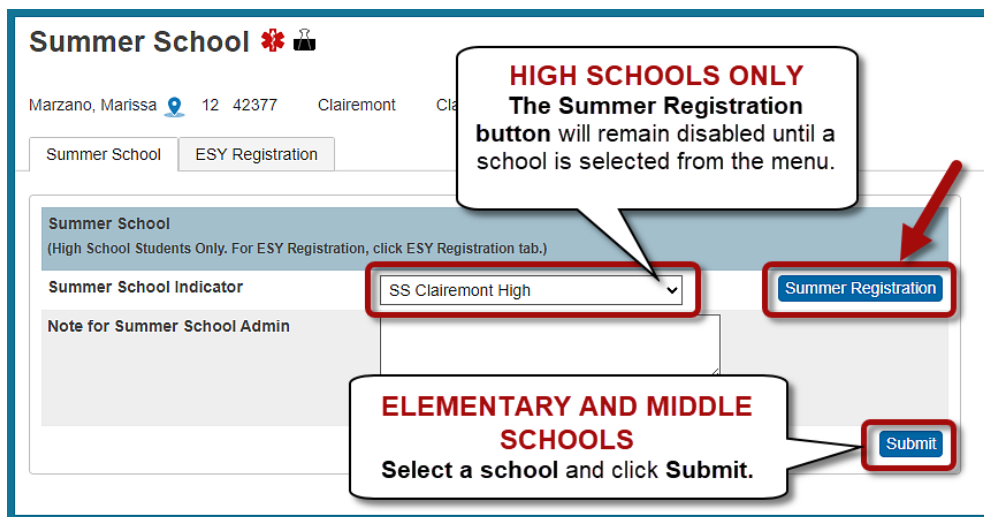
Part 3: Completing the Summer Registration Page (High Schools ONLY)

Selecting Courses

IMPORTANT! Effective *March 29th 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* beginning on **May 13th**.

NOTE: This year, *Online Instruction* will be available at **SS Clairemont High, SS Henry High, SS Morse High,** and **SS Scripps Ranch High Only**. Students who opt for online instruction at these schools can only register for online, not brick-and-mortar courses.

1. On the **Summer Registration** page, select the appropriate courses.

2. Enter the **Counselor Name** and **Counselor ID** in the text fields *(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.

1. **Online Enrollment** – you must select one or more classes and one 8155 lab.

2. Enter the **Counselor Name** and **Counselor ID** in the text fields *(Required fields).*

3. Click **Submit**.

Summer Registration ✳ 📎

Marzano, Marissa 📍 12 42377 Clairemont Class Of 2023

Summer School Year 2024

Choose classes needed in priority order	
1st Choice	⌄
2nd Choice	⌄
3rd Choice	⌄
4th Choice	⌄
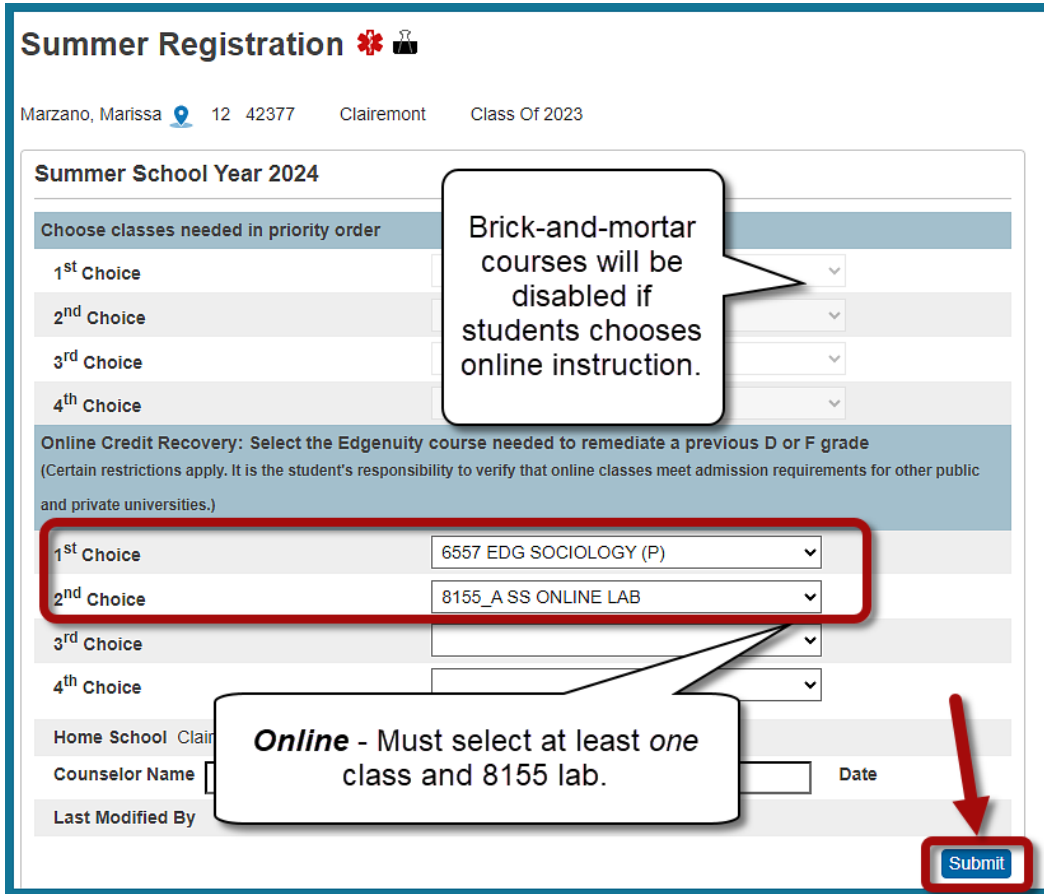
> Brick-and-mortar courses will be disabled if students chooses online instruction.

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	6557 EDG SOCIOLOGY (P) ⌄
2nd Choice	8155_A SS ONLINE LAB ⌄
3rd Choice	⌄
4th Choice	⌄

> *Online* - Must select at least *one* class and 8155 lab.

Home School Clair	
Counselor Name	Date
Last Modified By	
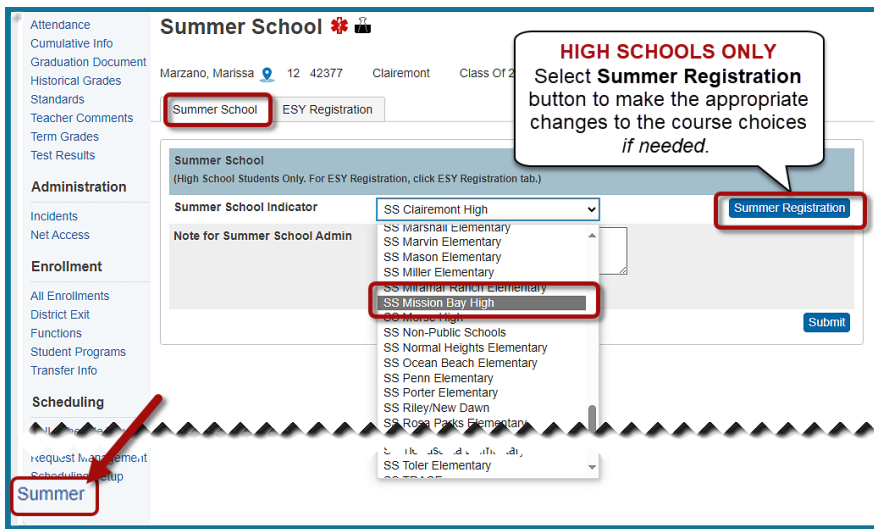
Submit

# 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.
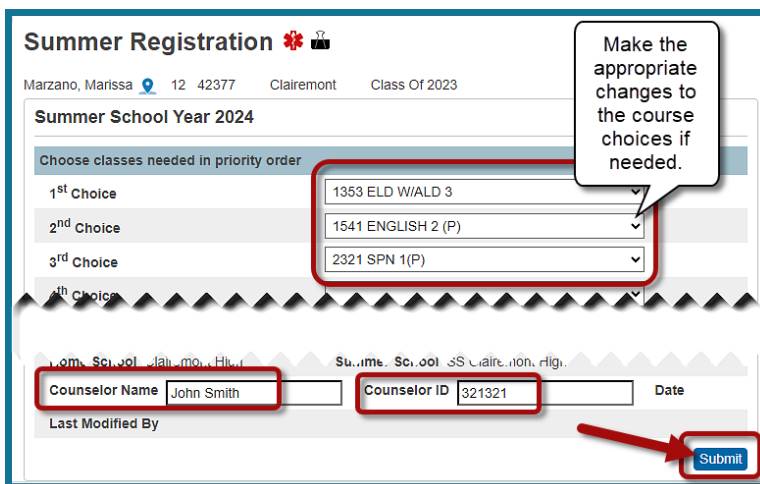
4. Select the **Summer Registration** button to enter Course requests.

   *IMPORTANT! YOU MUST click the **Summer Registration** button for the new school to be updated.*


5. On the **Summer Registration** screen, make the appropriate changes to the course choices, *if needed.*

6. Enter **Counselor's Name** and **ID Number** *(Required field).*

7. *Click **Submit.***

Part 4: Completing the ESY Registration Screen
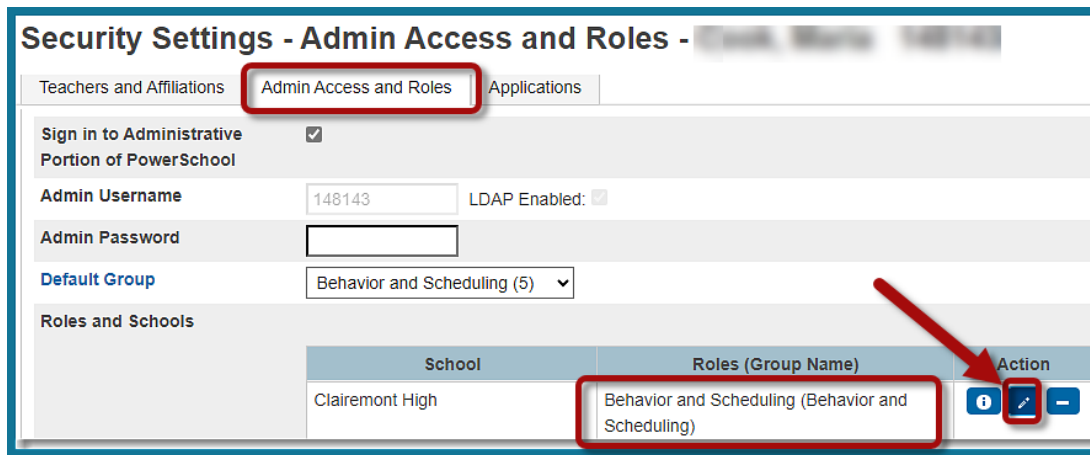
ESY Registration Access

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.

1. Next to the School name under Action, select the pencil icon to edit access.

2. Under Edit Use Access Roles, Check **ESY Registration.**

3. Select **OK.**

ESY Registration Access should now appear under **Roles (Group Name).**
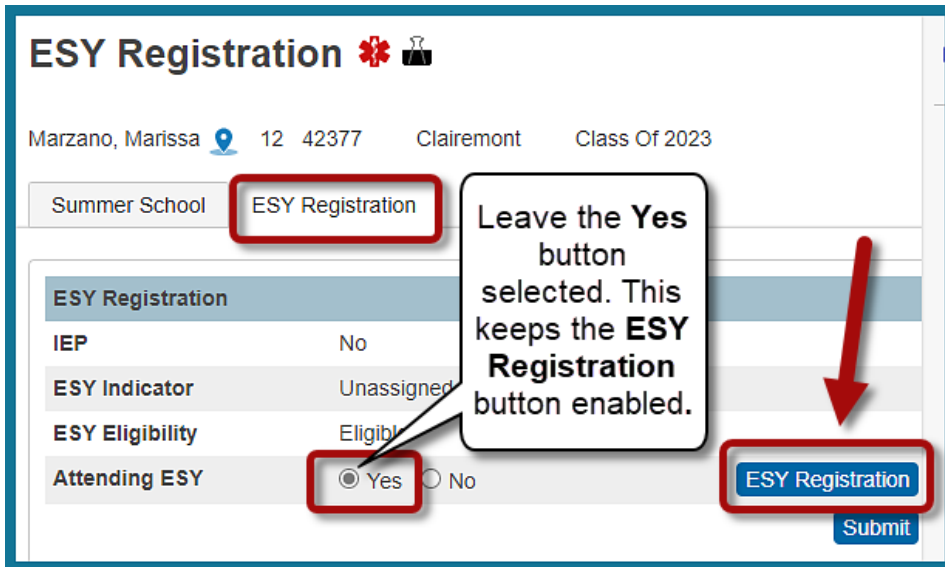
Assigning Students to the ESY Summer Program

IMPORTANT! Effective *May 9th at 4:00 PM*, the tagging of students for ESY registration will be closed in the PowerSchool main database. Any new ESY registration and school enrollments after this date will need to occur in the *summer school database* beginning on **May 13th**.

1. From the **Start Page**, select a student.

2. On the **Student** page, under Scheduling, select **Summer**.

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

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.

Completing the ESY Registration Page

ATTENTION! There have been significant updates to the ESY registration page this year. Most of a student's ESY information is prepopulated from PowerSchool Special Programs IEP/504. However, it is mandatory to fill out Required Fields before submitting the registration form.

1. Enter **Case Manager's Phone Number** *(Required Field).* The Case Manager's **Name and Email** are prepopulated and may be edited as needed.

2. Current IEP Services are prepopulated for the student. Case Managers can edit as needed.

Marzano, Marissa   12   42377   Clairemont   Class Of 2023

Registration	Assignment

ESY Eligibility	Eligible
Home Address	4100 NORMAL ST
City, State, Zip	SAN DIEGO, CA 92103
Neighborhood School	San Diego High
Case Manager	Jane Johnson
Case Manager Classification/Credential	○ MM (Mild/Moderate) ○ MS (Mod/Severe) ⊙ Other
Case Manager Email Address	jjohnson@sandi.net
Case Manager Phone Number	▲ This field is required.

Required Field: You must enter the Case Manager **Phone Number.**

Current IEP Services

Separate Settings	○ Yes (Mod/Severe) ⊙ No (Mild/Modera
ECSE	○ Yes ⊙ No
STARS	○ Yes ⊙ No
Program Classification	☐ DHH ☐ MPC ☐ PH ☑ VI
Primary Disability	Multiple Disabilities

Current IEP Services are prepopulated. Case Managers are able to edit as needed.

Service Name	Service Code	Primary	Frequency	Duration	Duration Type	Service Start Date	Service End Date	Environ
Specialized Academic Instruction	330	Y	Daily	345	Minutes	06/20/2023	07/20/2023	Special Center o
mobility training)					Minutes	06/20/2023	07/20/2023	Special Center o

Supplemental Support	Yes - 28.75 H/W
Supplemental Support provided by	○ Low Incidents PIF ○ PIF

IMPORTANT! IEP Transportation – This field is prepopulated if the student is Eligible to receive Transportation.

3. Select **Bus Monitor**, **Nurse,** or **N/A** *(Required Field).*

4. Select Equipment Needs: **Wheelchair, Car Seat, Harness or N/A** *(Required Field).*

5. If Student is *not* currently receiving Transportation, Select **No** *(Required Field).*

    Pick Up/Drop Off will be at their Neighborhood School.

6. If Student is currently receiving Transportation, Select **Yes** and indicate the **Pick Up/Drop Off** location.

    • **Enter** a valid address *(Required Field).*

    (AM and PM Drop Off and Pick Up Address should be the same.)

7. If a Student Must be Met (MBM) Select **Yes.**

    • Enter **Name** and **Title** of person who is meeting the student *(Required Field).*

IEP Transportation

IEP Transportation	Eligible
Bus Monitor or Nurse Needed	⦿ Monitor ○ Nurse ○ N/A
Equipment Needs	○ Wheelchair ○ Car Seat ○ H

Transportation Services

Neighborhood School	San Diego High
Is the student currently receiving transportation?	⦿ Yes ○ No

Select **Yes**, if student is currently receiving Transportation. ***REQUIRED***: A valid address must be entered. (AM and PM Pick Up and Drop Off Address *should be the same.*)

If yes, please enter the same address of service for the AM and PM pick-up and drop-off (Service will continue for ESY)

AM Pick Up Address	Street	3232 School St.	City	San Diego	Zip
		92123			
PM Drop Off Address	Street	3232 School St.	City	San Diego	Zip
		92123			

If No, AM and PM pick-up and drop-off will be at the neighborhood school

Student Must Be Met (MBM)	⦿ Yes ○ No
MBM By Whom	Name Nancy Smith Title Aunt

If MBM is **Yes,** than their **Name and Title** must be entered.

1/17/2024
1/19/2024

[Submit]

8. Click **Submit.**

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

If yes, please enter the same address of service for the AM a[...]
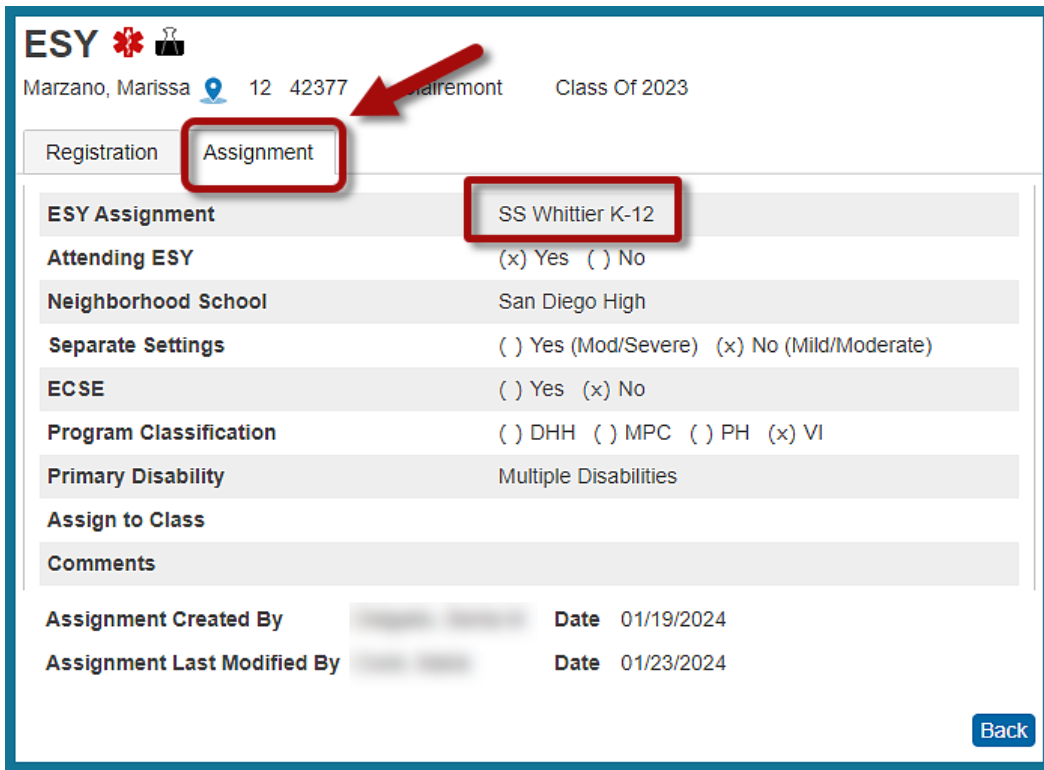
AM Pick Up Address	Street	[ ]
	▲ This field is required.
	City	[ ]
	▲ This field is required.
	Zip	[ ]
	▲ This field is required.

If you do not enter a *required field* you will receive this message to correct any errors before you can **Submit.**

NOTE: Once the *registration page has been completed*, the **Assignment** tab will be accessible. The ESY Assignment will be displayed after Extended Learning Opportunities Department has assigned the school.

Part 5: 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 where a student is enrolled in the Summer 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, then 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 Extended Learning Opportunities 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 Extended Learning Opportunities Department. *The report is currently being reviewed to ensure it is up to date.*

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.