**eSchoolData 2022-23 Summer School Spec Form**

Please use this to organize your summer school information for your district, and then complete the survey found at:

<https://forms.wnyric.org/eSD-forms/2022-SUMMER-School-Setup>

**District:**

**Contact Information**

Main Contact:

Email:

Phone:

**Summer School Dates**

Summer School Start Date:

Summer School End Date:

List Any Vacation Days:

**List all Summer Schools you will be running this year**

**High School**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marking Period Dates** | | | **Grade Entry Dates** | |
|  | Start Date | End Date | Start Date | End Date |
| MP1 |  |  |  |  |
| MP2 |  |  |  |  |
| MP3 |  |  |  |  |
| MP3 will be used to record previous average (yes/no): | | | | |

**Middle School**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marking Period Dates** | | | **Grade Entry Dates** | |
|  | Start Date | End Date | Start Date | End Date |
| MP1 |  |  |  |  |
| MP2 |  |  |  |  |
| MP3 |  |  |  |  |
| MP3 will be used to record previous average (yes/no): | | | | |

**Elementary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marking Period Dates** | | | **Grade Entry Dates** | |
|  | Start Date | End Date | Start Date | End Date |
| MP1 |  |  |  |  |
| MP2 |  |  |  |  |
| MP3 |  |  |  |  |
| MP3 will be used to record previous average (yes/no): | | | | |

**School Setup for Previous Summer School Users**

Copy over courses and classes from last year (yes/no):

Just copy over courses. I will add the classes (yes/no):

List any changes to day patterns or periods/bell times:

**School Setup for New Summer School Users**

**Course Setup**

Courses will be imported (yes/no):

District will add the courses manually. (yes/no):

**List Day Patterns Needed**:

**List Bell times Needed:**

|  |  |  |
| --- | --- | --- |
| Period # | Start Time | End Time |
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**Report Card Printing**

District will print and mail report cards. (yes/no):

Erie1BOCES will print and mail report cards. (yes/no):

**Grade Entry and Attendance**

Teachers will enter attendance and grades (yes/no):

Teacher will need logins for summer school (yes/no):

**Security Access Needed for Summer School - Clerical, Counselors and Administrators**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Access Needed (x)** | | | | | |
| **Building/Title** | **Name** | **Registration** | **Attendance** | **Grading** | **Scheduling** |
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**Things to Consider**

* Who will be entering grades and period attendance? Teachers or office staff? If teachers will be entering grades and attendance they will need to have logins for summer school.
* We recommend you create a separate exam course for walk-in students. This will make it easier to find these students for reporting purposes.
* Designate summer school course names and course numbers to easily identify these courses. i.e. Add SS or \* to the course name or number.
* We recommend you use A\* or T\* for unexcused absences and tardies. This eliminates the need to enter an attendance reason.
* Options for registering students from other districts (Option 1 is recommended):

1. Create one household for each district sending students to your summer school.

* Use the district address as the household address.
* Enter all students into that household.
* Enter guardians with their home address and attach only to the corresponding student.

This will provide the address for mailing the report card.

* Enroll the out of district students directly into the defined summer school
* Assign the home district to each of the students on the student registration screen.

1. Create separate households for each student.
   * Add guardians to the household.
   * Assign the home district to each of the students on the student registration screen