Summer School Checklist in Aeries

- **Summer School Process flow chart** - https://support.aeries.com/support/solutions/articles/14000083911-summer-school-process-flow-chart
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- **Items to Complete in Current Year**
  - ☐ Add Summer Schools to School Options (LOC)
    - ☐ Make sure Session Type is Summer
  - ☐ Setup Security for summer school users
    - ☐ SSS - Course Requests
    - ☐ SSA - Summer School Availability
    - ☐ SSC - Summer School Courses to be offered at each summer school
    - ☐ SSR - Summer School Course Requests
  - ☐ Add Codes (COD) for summer school terms
    - ☐ SST.TM - Summer School Terms
    - ☐ TRM.TM - Summer School Term Descriptions if using "Scheduling Term"
    - ☐ SSR.PF - Preferred Time (AM/PM) - informational only
    - ☐ SSR.TG - Status Tag (ex A - approved, P - Pending - informational only
    - ☐ SSR.U1-U5 - user fields - informational only
  - ☐ Setup summer school terms
    - ☐ Shows only schools w/Session Type of Summer
    - ☐ SST.TM must be setup prior
    - ☐ For each Summer School
      - ☐ Feeder Schools (required) - where students are coming from
      - ☐ Scheduling Term - optional - map between the summer school term and the actual term in the TRM table
  - ☐ Add summer school courses for each summer school
  - ☐ Add summer school Course Requests to students
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- **Items to complete in current year database - logged into the Summer School**
  - ☐ On the Scheduling Setup page, enable "Summer School Course Request Scheduling" option.
  - ☐ Add Terms to the Summer School

- [ ] Add Summer School teachers (or holding place TCH records if not known yet)
- [ ] ***Queries from DO - for scheduling analysis***
  - [ ] Total # of students for each course - TOTAL STU IDN SSR SSC CRS SSR.SSC STU.SC SSR.CN CRS.CO SSR.TM BY SSR.SSC STU.SC SSR.CN CRS.CO SSR.TM
  - [ ] Individual Student List - LIST STU IDN SSR SSC CRS STU.NM SSR.SSC STU.SC SSR.CN CRS.CO SSR.TM SSR.TG SSR.PF BY SSR.SSC STU.SC SSR.TM IF SSR.CN > ' '
- [ ] ***Queries from a single school***-
  - [ ] LIST STU IDN SSR SSC CRS STU.NM STU.GR SSR.CN CRS.CO SSR.SSC SSR.TM SSR.TG SSR.PF IF SSR.CN > ' '
  - [ ] TOTAL STU IDN SSR SSC CRS SSR.SSC STU.SC SSR.CN CRS.CO SSR.TM BY SSR.SSC STU.SC SSR.CN CRS.CO SSR.TM
- [ ] Run Scheduling Reports from the summer schools
  - [ ] Course Request Tally, etc
- [ ] Create the Scheduling Master Schedule (SMS) in any manner. The SMS Board may be used
  - [ ] Mass Schedule Students or hand schedule. The Summer School Management Page can be used.
  - **OR**
  - [ ] Hand schedule by entering summer school sections in the students current school
- [ ] Print Scheduling reports, letters or locator cards from summer school
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- [ ] **Run the Copy Students into Summer Schools Process - to move students to summer school in current or new DB - ONE TIME ONLY PROCESS**
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- **Items to complete after students are copied into the summer school (or new summer school database)**
  - [ ] In the summer school (new school or separate database) Add Terms and Calendars
  - [ ] From here on, Scheduling should ONLY continue in the summer school and not the regular schools
  - [ ] Continue scheduling in the Scheduling Master Schedule
  - [ ] Copy SMS to MST

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- **Adding New Students to Summer School**
  - ☐ New existing students - use the Student Add/Transfer to add
  - ☐ New students to the district - add directly to Summer School.