

SUMMER SCHOOL REPORT ENTRY

This screen can be accessed by going to MODULES>DISTRICT/SCHOOL>SUMMER PROGRAM REPORT ENTRY.

The Summer Program Report Entry screen will provide authorized Users the ability to enter Summer Program data for schools and Summer Program employee data.

This screen is used to collect summer school data for Accreditation. It needs to be completed by August 30th. This information has previously been collected on paper. The District Personnel and School Personnel roles will have access to this screen.

ENTERING SUMMER PROGRAM DATA

1. Select a **School** on the Schools tab by using the up and down arrow keys on the keyboard or performing a query.
2. User is prompted to the **Summer Programs** tab.

Note – The School Year defaults to the current school year. When the selected year is not the current school year, the data will be read only.

Mississippi Student Information System : Summer School Report Entry

File Interfaces Exports Maintenance Modules Reports Security Query Block Help

Districts Schools **Summer Programs** Employees

District 0000 A1 LIVE TEST DISTRICT -- DON'T CHG School 111 LIVE TEST SCHOOL -- DO NOT CHANGE

Principal SSN 454-45-4545 Name JOHN DOE Phone Area Code 999 Phone Number 100-1010

Program Information School Year 2001-2002

Summer Program Type	Date Session Begins	Date Session Ends	Total Days in Session	Military Beginning Time	Military Ending Time	Funding Source
SUMMER SCHOOL	08-08-2002	08-30-2002	17	09:00	09:00	OTHER
EXTENDED YEAR	06-10-2002	08-31-2002	60	09:00	13:00	SPED
ENRICHMENT	06-07-2002	08-20-2002	53	09:00	14:00	OTHER

Grade Levels Served Per Program

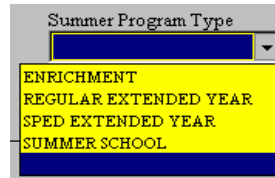
Grade Level Served	Number of Students Enrolled
09	9

Date Session Begins

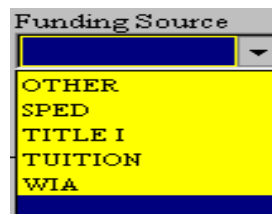
Record: 1/3 <OSC>

3. Enter the **SSN of the Principal** for the Summer Program for the selected School.
4. Enter the **Phone Area Code and Phone Number**.

5. Click on the down arrow in the **Summer Program Type** field. Select a Summer Program Type. Each Summer Program Type can only be selected one time per School.



6. **Enter Date Session Begins.** Valid formats include MMDDYYYY and MM/DD/YYYY. Date must be in current School Year. For this screen, the months of July and August are not considered the next school year.
7. **Enter Date Session Ends.** Valid formats include MMDDYYYY and MM/DD/YYYY. Date must be in current School Year. For this screen, the months of July and August are not considered the next school year. Session End Date cannot be earlier than the Session Begin Date.
8. **Total Days in Session** is automatically populated when both the Date Session Begins and Date Session Ends are entered. This field displays the number of business days from the beginning to the end of each session. It does not exclude holidays.
9. **Enter Military Beginning Time.** Valid formats include 8 and 8:30.
10. **Enter Military Ending Time.** Valid formats include 8 and 8:30. (13:00 would be 1:00 PM) Ending Time cannot be earlier than Beginning Time.
11. **Click on the down arrow in the Funding Source field. Select a Funding Source for the selected program.** Each Summer Program Type can only have one Funding Source.



12. **Enter Grade Level Served** for the selected program or double-click in the field and a list of active grade levels will be displayed to choose from. A Grade Level cannot be entered more than once for the selected program.
13. **Enter Number of Students Enrolled in the Grade Level** for the selected Program.
14. **To add additional Grade Levels,** use the down arrow key on the keyboard or click on the insert icon button (+) and repeat steps 13 and 14.
15. Save the record by clicking on the **Save icon button** or clicking on **File** from the menu bar and selecting **Save**.

- To enter additional Summer Programs for the selected School, click in the Date Session Begins field and then use the down arrow key on the keyboard or click on the insert icon button (+) and repeat steps 6 and 16.

Summer Program Type	Date Session Begins
ENRICHMENT	06-01-2002

Note – Cursor must be located somewhere in the Date Session Begins field (as shown) in order to insert a new Summer Program record.

ENTERING SUMMER PROGRAM EMPLOYEES

- Click on **Employees** tab.
- If the screen is blank, then no Employees have been entered for the selected school and year.

The screenshot shows the 'Mississippi Student Information System Summer School Report Entry' interface. The 'Employees' tab is selected. The main content area is divided into three sections: Employees, Certificates/Endorsements, and Schedules.

[Employees]

SSN	Last Name	First Name	MI	Years of Experience

[Certificates/Endorsements]

Certificate Type	Certificate Class	Valid From	Valid To	Date Issued

Endorsements Description

Endorsements Description

[Schedules]

Course Code	Course Title	Instruct	Grade	Grade	Summer Program Type/Funding Source
		School Minutes	Students Level Lo	Level Hi	
		008			

- User must **query for an Employee**. If the query returns multiple Employees (as shown in this example), scroll to select the correct Employee.

SSN	Last Name	First Name	MI	Years of Experience
985-01-0603	SIMPSON	BART		12
985-01-0607	SIMPSON	DOT		15
985-01-0606	SIMPSON	HAROLD		42

4. If query returns only **one Employee**, User can begin entering Schedule information.
5. Once an **Employee is selected** (record is highlighted) **click** in the **Course Code** field in the Schedules section.
6. **Course Code** - Enter a **valid Course Code** or double-click in the field to get a list of values to select from.
7. **Courses Title** – default
8. **School** - default
9. Enter number of **Hours Per Day** that the course is taught.
10. Enter the **number of Students** that are taking the course.
11. Enter the **Grade Level Lo** or double-click in the field to get a list of values to select from.
12. Enter the **Grade Level Hi** or double-click in the field to get a list of values to select from. Grade Level Hi must not be lower than the Grade Level Lo and must not be higher than the high grade for the selected course.
13. Click on the **down arrow in the Summer Program Type/Funding Source field** and **select a Program Type**.

14. To enter **additional Course records** on the Schedule, click in the next blank Course Code field and repeat steps 6 through 13. For **more than 3 course code** highlight the last course code field. Press the down arrow key and press ok.
15. Save the record by clicking on the **Save icon button** or clicking on **File** from the menu bar and selecting **Save**.
16. To enter **additional Employees**, repeat steps 3 through 13.