

2021- 2022 Summer Intersession

Instructions

Students who will attend intersession must be enrolled in the intersession school calendar and scheduled into a course so attendance can be taken when that course meets. Please read the instructions carefully so the enrollment, flags, scheduling and grading is done correctly.

Enrollment, scheduling, and student flags must be completed prior to the first day of intersession.

SUMMER INTERSESSION ENROLLMENT

Go to your 21-22 Intersession Calendar when enrolling, scheduling, and grading summer intersession students. You must also be in the Intersession calendar when adding flags. If you do not have an intersession option available as one of your schools, you must contact IC to have them create the calendar for you.

1. Enroll students into the 21-22 Intersession calendar.
 - a. The students must be enrolled in your intersession school as a partial enrollment and with the appropriate dates. The only exception to this would be if the student does not have a 21-22 primary enrollment.
 - b. When in the intersession calendar, you must search for students in *All People*. If you search for the student under "Student" then you will not find them because they have not been enrolled in the calendar yet.
 - c. All students start status must be: "E3 Pre-K student without an IEP and any other non-funder students not specified in another code"
 - d. The student must be enrolled in the grade that he/she will be enrolled in for 21-22 school year. The only exception to this is any 12th grade students who will be graduating over the summer will continue to be in the 12th grade and their Service Type will remain as Primary.
 - e. Infinite Campus will end date all student enrollments who complete intersession.
 - f. Staff will have to input an end date and a withdraw code of W1a if the student leaves intersession prior to intersession ending. Do not complete a withdrawal form for these students.
2. Add the Teacher/Staff person in Staff History. There must be a teacher/staff member listed for each Intersession section. Choose New Teacher from the pull down menu, choose the teacher/staff name. If there isn't a primary teacher, add the administrator in charge of intersession as the Primary Teacher.
3. Schedule each student who is going to attend intersession in the appropriate section.
4. All Intersession classes must be scheduled in the correct session per the intersession date. Please make sure that the enrollment tab, the flag and the schedule dates match the date of the intersession the student is attending.

Question call or email: Student Accounting Teresa Magana 775-861-4432 TMagana@wahsoeschools.net

Note: Any student who was scheduled for intersession and did not attend must have the line of enrollment and Flag deleted in the Intersession school.

STUDENT FLAGS

A flag must be entered for each **intersession** for each student in the intersession calendar. For student historical data a flag must be entered so at any given time data can be pulled to see how much intervention/intersession any one student has received during the year or during his/her school career.

1. Flag Type: Intersession Summer
2. Please use the appropriate start and end dates below when creating student flags for Summer Intersession (dates must fall within the summer term)
3. Intervention flags must have start and end dates.
 - a. Start Date (First Day of Intervention)
 - b. End Date (Last Day of Intervention)
4. Participation Details: Enter here what this student will receive during Intersession.
 - a. CR=Credit Recovery, student has taken and failed a course. They are repeating the course so original class becomes RP on transcript for repeat.
 - b. CA=Credit Accrual, when student has never sat in a course and is attempting initial credit or when student has taken at middle school and wants high school credit by taking the course online rather than challenge it with a CBE.

GRADING

Refer to Grading Guidance Edgenuity 21-22 Summer Packet or contact Stacey Copper for Further questions.

STUDENTS CONTINUING EDGENUITY

Students continuing Edgenuity courses, please use 7701/7702 for attendance and accounting purposes. The Edgenuity course does not need to be placed in the student's schedule in the intersession calendar. School Registrar will post the course and grade and RP in the INC (or) F on the transcript in the intersession calendar. If students are taking a **new** Edgenuity course in the summer, please place both the Edgenuity course and 7701 or 7702 in the student's schedule in the intersession calendar.

INTERSESSION AD HOC

Any student who attended intersession must have a course on his/her schedule for attendance taking purposes, a flag with the appropriate intersession start and end dates, and any grades posted with the appropriate date (if applicable).

Check the intersession class rosters against the Intersession Ad Hoc to ensure all students are accounted for.

Ad Hocs are available in the All Campus Users folder in Ad Hoc Reporting to check intersession data.

Go to Index>Ad Hoc Reporting>Data Export>All Campus Users

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Highlight the appropriate Ad Hoc: Intersession – Summer Flags.

Choose Delimited values (CSV) and Export

Ad Hoc to check credit earned Summer Credit Earned.