Summer School Counselor Application

Log-in:

The Summer School Counselor application is available on the technology services page (http://ts.rusd.edu) . On the page, go to applications, find Summer School Registration, and click on counselor.
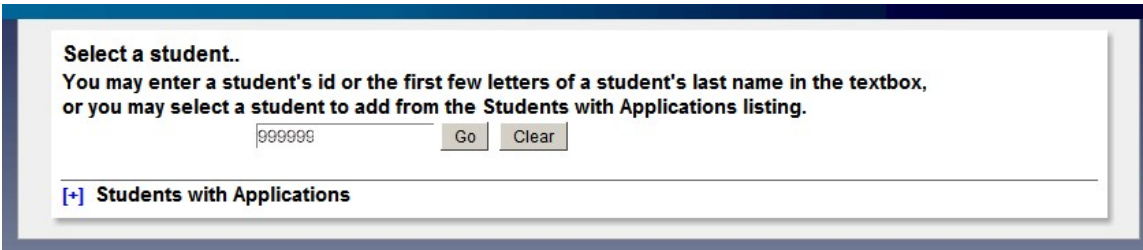
To **Log in** click on the link in the upper right corner of the page. Once you have logged in, you will remain logged in for the rest of the day or until you log out.
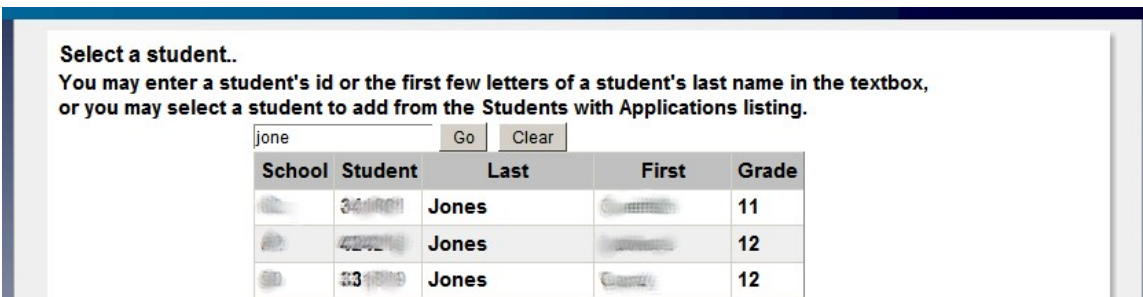

Summer School Home Page:

Create a new student application:

To create a student's Summer School application, enter the first few letters of the student's last name **_or_** the student's 6-digit student ID number in the **Student** text box. Then click the **Go** button. Please do not his the enter key, it is not the same as clicking the **Go** button.

Select the student from the list by clicking on the student's name.

Each school site Counselor can access any student in their school by using the **Student** text box. Summer School Administrators are able to access students enrolled @ any RUSD school.

The **Student** text box may also be used to open a student's existing application.

Students with existing applications:

Students who have already applied for summer school are listed in the **'Students with Applications'** listing. A student's application can be opened by clicking on the student's name.

The **Students with Applications** (see above) displays the logged-in counselor's assigned students in Aeries who have submitted a Summer School application. An administrator will see **all** students with submitted summer school applications for **all** schools.

However, as indicated above, the counselor can also access any student's application within the counselor's school by using the Student Text box.

<h1 style="text-align:center">The Student Application:</h1>

The top box:

- **Student's Name** – First and Last Name
- **Student ID number** – Aeries 6-digit ID number
- **Current School** – the school the student is currently attending.
- **Application ID number** – a unique ID number that is assigned to each application at the time the student's initial application is submitted.
- **Student Application Date:** – Date and Time of when the application was originally submitted
- **Counselor Approval:** – Counselor approval of the courses requested. **The box must be checked by the Counselor for application approval**. *Remember to the SAVE the form.*
- **Parent Form Return Date:** – The date the parent signature form is returned. The date can be manually entered *mm/dd/yyyy* or the use date picker by clicking on the calendar icon.

Note: It is **IMPORTANT** to click the **Continue and Save** button at the bottom of the application form to save any updates/changes to the summer school database.

> Student Application Date: 3/15/2013 3:17:31 PM
> Counselor Approval: ☑ 3/18/2013 8:12:35 AM
> Parent Form Return Date: 3/20/2013 📅
> **Important:** The Counselor Approval and the Parent Form Return Date above must be completed before the application is marked complete.

The counselor must check the Counselor Approval checkbox, approving the Application and the date the parent form is returned to the school must be checked or the application is considered incomplete.

The Student Information Area:

The demographic information on the **Summer School Application** is automatically populated based on the student data contained in Aeries, **these fields cannot be edited**.

<div style="text-align:center">

Riverside Unified School District
Summer School Application

Regular Summer School (7-12) June 20 - July 20, 2017
Semester 1 Session June 20 - July 5, 2017
Semester 2 Session July 6 - July 20, 2017

(No School July 3 or 4)
Days: Monday - Friday
7:30 a.m. - 2:15 p.m.

</div>

Name: ~~Anthony Daniel~~ **Current Grade:** 9 **Sex:** M **BirthDate:** 11/22/1996 **Student ID #:** ~~~~
Current School: Test Martin Luther King High School **School of Attendance Next Year:** Test Martin Luther King High School
Address: ~~~~, Riverside **Zip:** 92508
Home Telephone: 951-~~~~ **email Address:** ~~~~@hotmail.com
Parent/Guardian Name: ~~~~ **Telephone:** 951-~~~~ **Relationship:** P/G
Emergency Contact Name: ~~~~ **Telephone:** 951-~~~~ **Relationship:** Mother

1. Application Submitted Based upon the following need:

Select the appropriate option based on the students needs.

1. Application Submitted Based upon the following need:

a. ☐ Credit Recovery

b. ☑ A-G Grade Improvement

c. ☐ Impacted Schedule

   Impacted Schedule due to:

   ☐ IB

   ☐ AVID

   ☐ STEM

   ☐ Project Lead the Way

   ☐ Heritage

   ☐ Legacy

   ☐ Academies

d. ☐ English Language Development

2. Preference for Summer School location: (*required field*):

Check the preferred school by clicking on the radio button.

2. Preference for Summer School Location:

⦿ Poly High School, 5450 Victoria Avenue, Riverside, CA 92506 Ph: 788-7203
◯ Ramona High School, 7675 Magnolia Av, Riverside, CA 92504 Ph: 352-8429

3. Summer School Course(s) selected: (*required field*):

Select the student's courses from the course listing by clicking on the **Select** checkbox.
At least one course must be selected to submit the application

3. Summer School course(s) selected:

Requesting a course does not guarantee that it will be offered.

Option #1:	One course from 1st or 2nd Semester	6 hours and 45 min. per day for 10 days for Semester 1 or 11 days for Semester 2 to earn a total of 5 credits.
Option #2:	One course from 1st Semester **AND** One course from 2nd Semester	6 hours and 45 min. per day for 21 days to earn a total of 10 credits.

Summer School - Semester One

Type	Title	Course #	Semester	Select
ELA				
	Introduction to Literature & Compostition (Semester 1)	111011	1	☐
	World Literature & Composition (Semester 1)	112011	1	☐
	American Literature & Composition (Semester 1)	113011	1	☐
Math				
	Math 1 (Semester 1)	120811	1	☑
	Math 2 (Semester 1)	122111	1	☐

Submitting the Application:

To submit the application, click the **Save and Continue** button at the bottom of the form.

The Recap Screen:

The **Recap Screen** is very similar to the **Student Application** screen, except it is not editable and it displays the information in a more concise format.

‒ # ___ Current School: Arlington High School (91)

Application Submission # 145855

Student Application: 3/22/2017 4:32:06 PM

Counselor Approval:

Parent Form Date:

Riverside Unified School District

Summer School Application Grades 10-12

Regular Summer School (7-12)	**June 20 - July 20, 2017**
Semester 1 Session	**June 20 - July 5, 2017**
Semester 2 Session	**July 6 - July 20, 2017**

(No School July 3 or 4)

Days: Monday - Friday

7:30 a.m. - 2:15 p.m.

Name: ___ **Current Grade:** 9 **Sex:** M **BirthDate:** 11/22/1996 **Student ID #:** ___

Current School: **School of Attendance Next Year:** Test Martin Luther King High School

Address: ___, Riverside **Zip:** 92508

Home Telephone: 951-___ **email Address:** ___@hotmail.com

Parent/Guardian Name: ___ **Telephone:** 951-___ **Relationship:** P/G

Emergency Contact Name: ___ **Telephone:** 951-___ **Relationship:** Mother

1. Application Submitted Based upon the following need:

A-G Grade Improvement

2. Preference for Summer School Location:

Ramona High School, 7675 Magnolia Ave, Riverside, CA 92504 Ph: 352-8429

3. Summer School courses selected.

Requesting a course does not guarantee that it will be offered.

Option #1:	One course from 1st or 2nd Semester	6 hours and 45 min. per day for 10 days for Semester 1 and 11 days for Semester 2 to earn a total of 5 credits.
Option #2:	One course from 1st Semester **AND** One course from 2nd Semester	6 hours and 45 min. per day for 21 days to earn a total of 10 credits.

Semester 1: 120811 Math 1 (Semester 1)

Recap Screen options:
- **Return to Edit** – allows user to return to the **Student Application** form to correct or edit previous entries.
- **Cancel** – takes the user to the **Summer School Home** page

- **Print Application** – allows the user to print a completed summer school application for Parent and Student signatures.
- **Print Application (Sp)** – allows the user to print a completed summer school application for Parent and Student signatures (**Spanish version**).

Return to Edit | Cancel | **Print Application** | **Print Application (Sp)**

To return to the **Summer School Home** page to enroll the next student, click on the **Summer School Home** link at the top of the page.

Summer School Home