Summer School Counselor Application

Log-in:

The Summer School Counselor application is available on the technology services page (<u>http://ts.rusd.edu</u>). On the page, go to applications, find Summer School Registration, and click on counselor.

To <u>Log in</u> 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.

TRUSD	Login to NIS User Name: Password:	
<u>Log in</u>	Submit Cancel	

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 <u>or</u> 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 a stu	dent.				
You may ent or you may s	er a student's id or the elect a student to add	e first few lette	s of a student's last nam nts with Applications lis	me in the textbox, sting.	
	999999	Go Cl	ar		

Select the	student from	the list b	y clicking	on the	student's name.
			, ,		

a student ly enter a stud	lent's id	or the fir	st few I	etters of	a student's la	st name in
j	one	o auu no	Go	Clear		ns iistiirg
	School	Student	I	Last	First	Grade
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	éb:	424216	Jones		()attimation	12
	din.	2342000	Jones		Essentii//	12

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.

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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.

You ma or you	y enter a student's may select a stude	id or the f nt to add fr	First few letters of a rom the Students with Go Clear	student's last name th Applications listir	in the text ng.
-] Stu	dents with Applicat	ions			
School	Name	Student	Applied	Validated	ParentSig
62	Himme Jackingerthere	ANTIMIT	3/31/2012 7:30:01 AM		
1 12	Elemen, Themismy	200milt	3/31/2012 7:31:24 AM		
and	Fremuz, Wantingth	Tematili.	4/5/2012 3:49:47 PM	4/7/2012 8:28:42 AM	
16	Regius, Cathing	400005	3/31/2012 7:32:22 AM		
	E.	and the second s			

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.

The Student Application:

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. <u>Remember to the SAVE the form.</u>
- **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**.

Riverside Unified School District Summer School Application

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

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

Name: A 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: A Riverside Zip: 92508 Home Telephone: 951-3 email Address: A Riverside Cip: 92508 Home Telephone: 951-3 email Address: A Relationship: P/G Emergency Contact Name: Telephone: 951-3 Relationship: Mother

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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
- O 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

Туре	Title	Course#	Semester	Select
ELA				
	Introduction to Literature & Composition (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.

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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.

App	Dication 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
Manual	7:30 a.m 2:15 p.m.
Current Se	chool: School of Attendance Next Year: Test Martin Luther King High School
Address:	Riverside Zip: 92508
Address: Home Tele	d, Riverside Zip: 92508 ephone: 951-3
Address: Home Tele Parent/Gu	ephone: 951-3 email Address: @hotmail.com ardian Name: Telephone: 951- Relationship: P/G
Address: Home Tele Parent/Gu Emergenc	ephone: 951-3 email Address: @hotmail.com ardian Name: Telephone: 951-3 Relationship: P/G by Contact Name: Telephone: 951-3 Relationship: Mother ation Submitted Based upon the following need:
Address: Home Tele Parent/Gu Emergenc 1. Applica A-G Grade	d, Riverside Zip: 92508 ephone: 951-3 email Address: @hotmail.com ardian Name: Telephone: 951- Relationship: P/G by Contact Name: Telephone: 951- Relationship: Mother ation Submitted Based upon the following need:
Address: Home Tele Parent/Gu Emergenc 1. Applica A-G Grade 2. Prefere	d, Riverside Zip: 92508 ephone: 951-3 email Address: @hotmail.com ardian Name: Telephone: 951- Relationship: P/G by Contact Name: Telephone: 951- Relationship: Mother etion Submitted Based upon the following need: e Improvement ence for Summer School Location:
Address: Home Tele Parent/Gu Emergenc 1. Applica A-G Grade 2. Prefere Ramona H	d, Riverside Zip: 92508 ephone: 951-3 email Address: @hotmail.com ardian Name: Telephone: 951- Relationship: P/G by Contact Name: Telephone: 951- Relationship: Mother ation Submitted Based upon the following need: e Improvement ence for Summer School Location: inch School 7675 Magnolia Ave. Riverside, CA 92504 Ph: 352-8429
Address: Home Tele Parent/Gu Emergenc 1. Applica A-G Grade 2. Prefere Ramona H	d, Riverside Zip: 92508 ephone: 951-3 email Address: @hotmail.com ardian Name: Telephone: 951- Relationship: P/G by Contact Name: Telephone: 951- Relationship: Mother ation Submitted Based upon the following need: e Improvement ence for Summer School Location: igh School, 7675 Magnolia Ave, Riverside, CA 92504 Ph: 352-8429
Address: Home Tele Parent/Gu Emergenc 1. Applica A-G Grade 2. Prefere Ramona H 3. Summe	d, Riverside Zip: 92508 ephone: 951-3 email Address: @hotmail.com ardian Name: Telephone: 951- Relationship: P/G by Contact Name: Telephone: 951- Relationship: Mother ation Submitted Based upon the following need: e Improvement ence for Summer School Location: igh School, 7675 Magnolia Ave, Riverside, CA 92504 Ph: 352-8429 er School courses selected.
Address: Home Tele Parent/Gu Emergenc 1. Applica A-G Grade 2. Prefere Ramona H 3. Summe Requesting	d, Riverside Zip: 92508 ephone: 951-2 email Address: @hotmail.com ardian Name: Telephone: 951- Relationship: P/G y Contact Name: Telephone: 951- Relationship: Mother ation Submitted Based upon the following need: e Improvement ence for Summer School Location: igh School, 7675 Magnolia Ave, Riverside, CA 92504 Ph: 352-8429 er School courses selected. a course does not guarantee that it will be offered.
Address: Home Tele Parent/Gu Emergenc 1. Applica A-G Grade 2. Prefere Ramona H 3. Summe Requesting	Image: Sector Content real rest not not not not real rest not rest not real rest not real rest not res
Address: Home Tele Parent/Gu Emergenc 1. Applica A-G Grade 2. Prefere Ramona H 3. Summe Requesting Option #1:	A course from 1st or 2nd 6 hours and 45 min. per day for 10 days for Semester 1 and 11 day Semester 2 to earn a total of 5 credits.

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