

Tagging Students Going to Other Schools for Summer School

Updated 5/6/09 • Version 4.0

Note: This procedure is different from any other procedure performed in previous years!

Your school could have students who will attend another school for Summer School. **It is necessary that High Schools tag these students in *their own* 08-09 T-Track (regular school year track) by May 21, 2009.** The I.T. Department will then extract these tagged students and enroll them in the appropriate Summer School tracks.

You only need to tag students that will attend *another* school for Summer School. If your school is open for Summer School, you do *not* need to tag your own students; they will automatically be enrolled in your Summer School track by I.T.

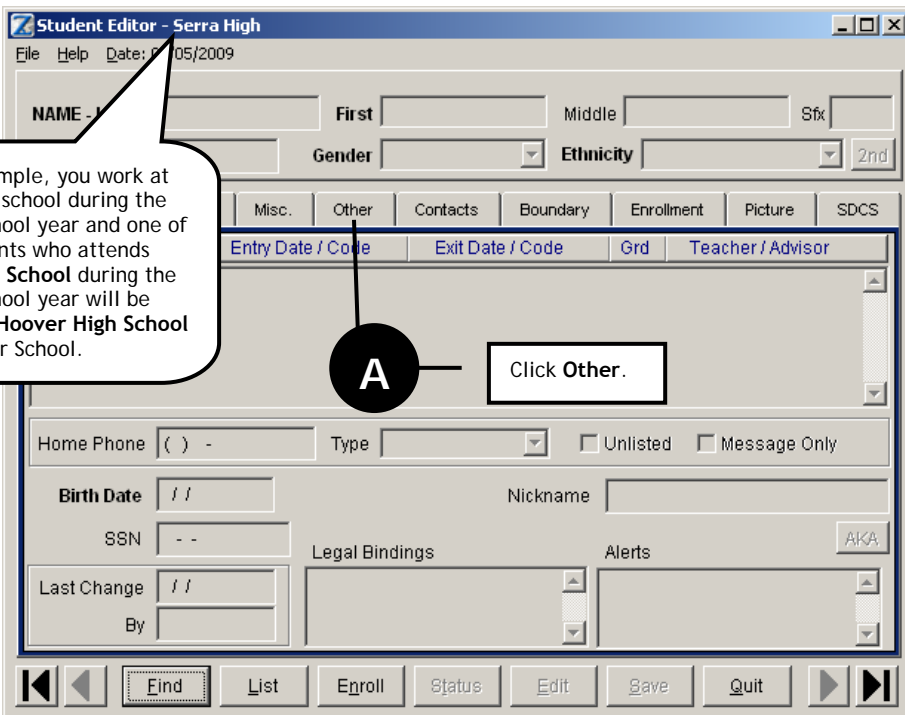
Important: You will need to follow this procedure for your VEEP, Magnet, and Program Improvement students who decide to attend their School of Residence (neighborhood school) during Summer School.

I.T. will set up all High School Summer School tracks by June 1, 2009. Schools signed up for Zangle Summer School Setup training will have their track available on the day of training.

If you have any questions, please contact your On Site Support Team Member or the Summer School Office: 619 725-7139.

Follow the steps below to tag visitor Summer School students.

- Open **Zangle**. Choose your current (08-09) T-Track. Click **Enrollment**. Click **Student Editor**.



In this example, you work at Serra High school during the regular school year and one of your students who attends Serra High School during the regular school year will be attending Hoover High School for Summer School.

Click Other.

Student Editor - Serra High
File Help Date: 05/05/2009

NAME - Last First Middle Sfx
Student ID Gender Ethnicity 2nd

General Addresses Misc. **Other** Contacts Boundary Enrollment Picture SDCS

Birth Place Citizenship
Verification Basis Country
Birth Document # Seasonal/Temp Work
Change Password Marital Status
Membership User-Defined Information

School Notes

B Click Find or List to pull up the student at your school you'd like to tag.

Find List Enroll Status Edit Save Quit

Student Editor - Serra High
File Help Date: 05/05/2009

NAME - Last First Middle Sfx
Student ID Gender Ethnicity 2nd

General Addresses Misc. **Other** Contacts Boundary Enrollment Picture SDCS

Birth Place Citizenship
Verification Basis Country
Birth Document # Seasonal/Temp Work
Change Password Marital Status
Membership User-Defined Information

School Notes

C Click Edit.

Find List Enroll Status Edit Save Quit

Student Editor - Serra High File Help Date: 05/05/2009

NAME - Last First Middle Sfx

Student ID Gender Ethnicity 2nd

General | Addresses | Misc. | **Other** | Contacts | Boundary | Enrollment | Picture | SDCS

Birth Place Citizenship

Verification Basis Country

Birth Document # Seasonal/Temp Work

Change Password Marital Status

Membership

School Notes

D

Student Editor - Serra High User-Defined Information SOTELO, OSCAR James (38275)

Page1 | Page2

Years Enrolled In District

Date Years Enrolled Last Updated

Enrollment Block

From the **Summer School** drop-down menu, choose the school where the student will be attending Summer School. (In this example, Oscar Sotelo will be attending Summer School at Hoover High.)

Summer School

Case Manager

F

E

Click Save and Return.

Student Editor - Serra High File Help Date: 05/05/2009

NAME - Last First Middle Sfx

Student ID Gender Ethnicity

General | Addresses | Misc. | **Other** | Contacts | Boundary | Enrollment | Picture | SDCS

Birth Place Citizenship

Verification Basis Country

Birth Document # Seasonal/Temp Work

Change Password Marital Status

Membership

School Notes

G Click Done.

End List Enroll Status **Done** Save Quit

Student Editor - Serra High File Help Date: 05/05/2009

NAME - Last First Middle Sfx

Student ID Gender Ethnicity

General | Addresses | Misc. | **Other** | Contacts | Boundary | Enrollment | Picture | SDCS

Birth Place Citizenship

Verification Basis Country

Birth Document # Seasonal/Temp Work

Change Password Marital Status

Membership

School Notes

If you have more students to tag, go back to **Step B** to repeat this procedure for the next student. Otherwise click **Quit** when finished.

End List Enroll Status **Edit** Save Quit