

# Philadelphia SIS: Summer Program Tab for Charters

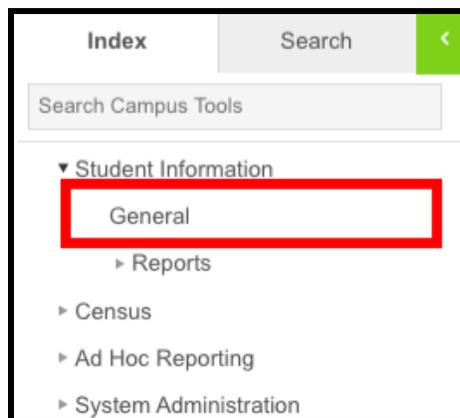
## Overview

The **Summer Program tab** is used to document a student's participation in your school's summer program(s). The information documented within this tab will support the provision of transportation for eligible students. This stepper will walk you through how to enter information into the **Summer Program tab**.

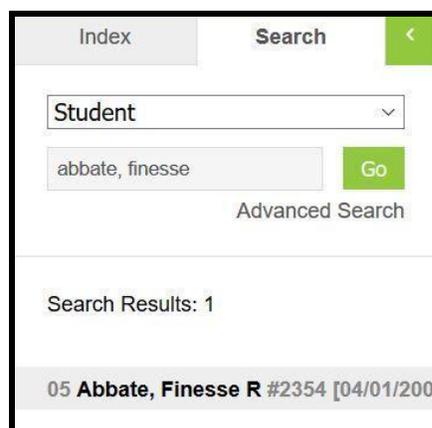
Do not use this tab to note students participating in ESY. ESY students are being tracked through the Charter Module. If a student is noted as participating in ESY and also has a record added through this tab, the record in this tab will be ignored.

## Updating the Summer Program tab

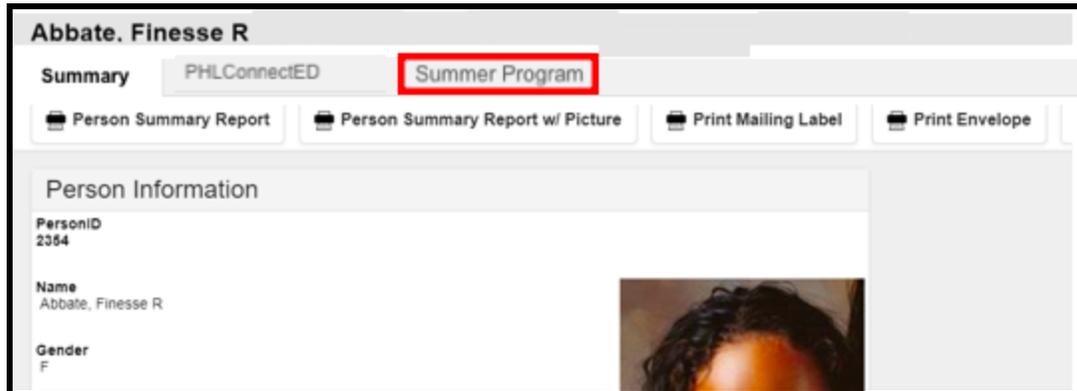
1. After logging in to Infinite Campus, look at the **Index** on the left side of the screen. Click on **Student Information**. Then, click **General**.



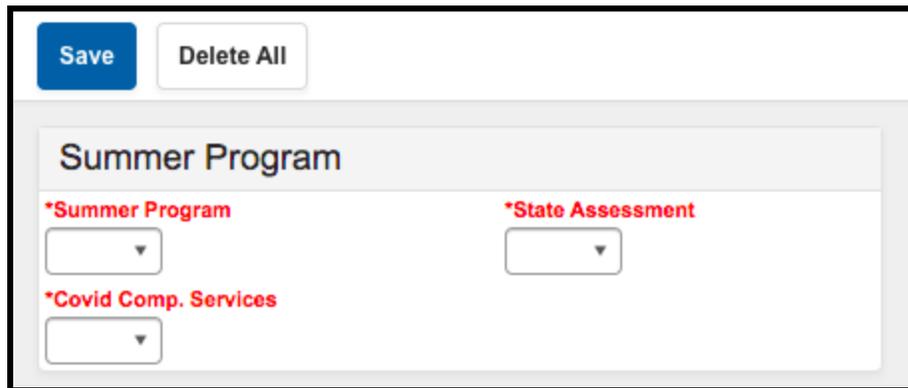
2. The **Index** should toggle to the **Search** field. Search for your student by typing their last name, then a comma, then their first name (ex: *Abbate, Finesse*). Click **Go**. Select the student's name in the *Search Results* below.



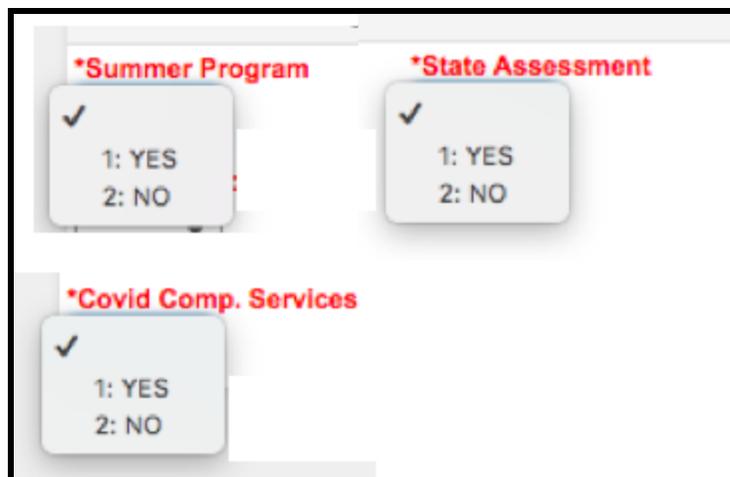
3. Click on the **Summer Program** tab.



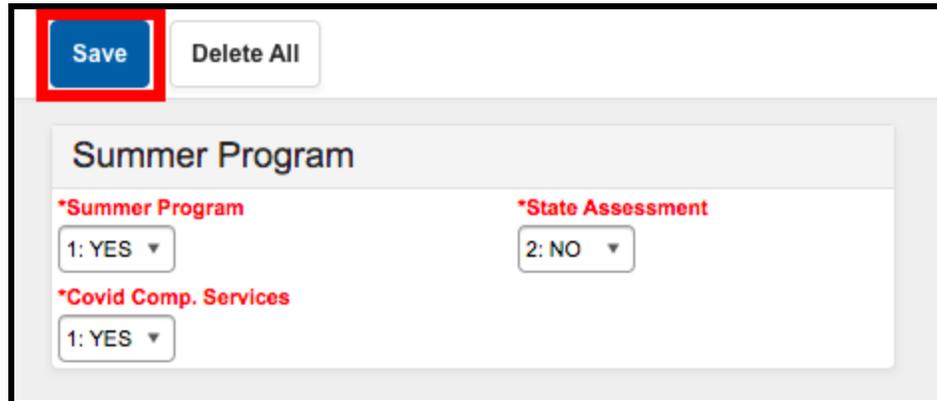
4. The **Summer Program** tab will load.



5. Review the three available options in the **Summer Program** tab, and use the drop down menus to denote whether or not the student is participating in a *Summer Program*, *State Assessment*, or *Covid Comp. Services*. Each drop down menu contains a *Yes* or *No* option. **When creating a *Summer Program* status for a student, you must complete all three drop down menus.**



6. After completing the selections, click **Save**.



The screenshot shows a web form titled "Summer Program". At the top left, there is a blue "Save" button with a red border, and a white "Delete All" button. Below the title, there are three required fields, each with a red asterisk: "\*Summer Program" with a dropdown menu showing "1: YES", "\*State Assessment" with a dropdown menu showing "2: NO", and "\*Covid Comp. Services" with a dropdown menu showing "1: YES".

### **Modifying a Summer Program Status**

If a parent/guardian indicates a change in their student's participation status, and they've already had a status documented in the system, simply return to the **Summer Program tab**, update the relevant drop down menu, and click **Save**. The changes will be saved.

### **Deleting a Summer Program Status**

Users should only delete a Summer Program status in the event that a status has been entered on the wrong student's record. In this case, to completely remove the incorrect status, navigate to the **Summer Program tab** for the student whose status needs to be removed, and click **Delete All**.