

2025-2026 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, scheduling, and grading is done correctly.

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

INTERSESSION STUDENT ENROLLMENT

Go to your 25-26 Intersession Calendar when enrolling, scheduling, and grading intersession students. 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 25-26 Intersession calendar.
 - a. All students start status must be: "E3 Pre-K student without an IEP and any other non-funded students not specified in another code" and service type partial and with the appropriate dates and end status (W1a).
 - b. If there is no current primary enrollment, then the enrollment will be partial with service type primary.
 - c. 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.
 - d. The student must be enrolled in the grade that they show in for the current school year.
 - e. Staff will have to input an end date and a withdraw code of W1a if the student leaves intersession prior to intersession ending and when completed as well. Do not complete a withdrawal form for these students.

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

INTERSESSION COURSE SCHEDULING

1. Schedule each student who is going to attend intersession in the appropriate section.
2. All Intersession classes must be scheduled in the correct session per the intersession date. Please make sure that the enrollment tab and the schedule dates match the date of the intersession the student is attending
 - **Non OLE Courses:** The regular brick-and-mortar courses being offered during intersession may be scheduled using the regular course number. For example, health would be scheduled as health (course number 5311) and you would use the appropriate course number for all continuing programs being offered at your school site.
 - **Mastery Exams:** Schools do not need to schedule students taking Mastery exams unless the student will be completing seat time. If the student has to complete seat time in

order to take the mastery exam, the student must be enrolled in a Mastery Learning (7111 or 7112) section so attendance can be taken.

- **Continuing OLE Courses (Support Online):**
 - a. Students who are continuing OLE courses online must be enrolled in the Intersession Calendar, but do **not** reschedule that course into IC summer intersession to avoid duplicates.
 - **Continuing OLE Courses (Onsite):**
 - a. Students who are continuing OLE courses online but are attending Onsite must be enrolled in the Intersession Calendar AND must be scheduled in Learning Center using course numbers (HS 7701/7702; MS 835) for attendance taking purposes.
 - **New OLE Courses (Online):**
 - a. Students who are starting a new OLE course must be enrolled in the Intersession Calendar AND must be scheduled in Distance Education using course numbers (HS 8043/8044; MS 832) for attendance taking purposes.
3. 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.

STUDENT FLAGS

Student Flags are no longer required.