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Pittsburgh Public Schools

Standard Operating Procedure

Use of Student Data Systems During Summer Months

Office of Information and Technology

OIT-019

Overview

Each year, the student information system (SIS) go through a series of steps to “roll over” the systems in preparation for the new school year. In general, current school year data is moved to historic tables and the main tables are emptied or reset to prepare for the new school year

The rollover of the SIS has a cascading effect on the data systems dependent on data from the SIS. Some of these systems can be rolled over at the same time as the SIS, while others cannot be rolled over until after Summer School is complete.

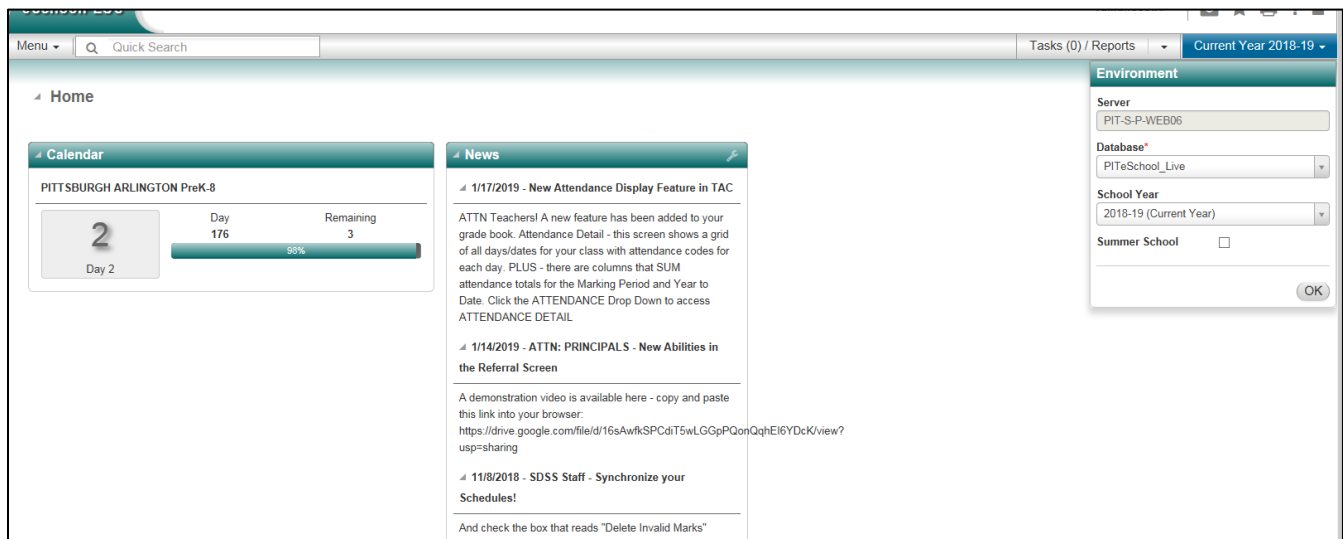
This document outlines the policies and expectations around the use of student data systems during the summer.

Student Information System (eSchoolPLUS)

The annual student information system rollover is scheduled for the first week of July each summer (typically 2-3 weeks after the last day of school). The delay is built in to allow schools time to finalize quarter 4 grading, attendance, grade changes, transcript updates, and student promotions.

The student information system (eSchoolPLUS) is unavailable during the rollover process.

At the completion of the rollover the student information system is set to the upcoming school year. Users can still access the prior school year by selecting the appropriate school year in the Environment drop down (see below):



Availability of Student Data Systems and Educational Systems During Summer Months

HMH Central (iRead, Read 180, etc.) and Edgenuity are the only applications that are rostered and available for use to summer programs.

During the summer these applications are provided with student rosters that reflect student schedules as of the last day of school as well as student schedules entered into buildings 100 or 300 in the student information system.

These applications are available until the first week of August. After that date the application will be unavailable in order to prepare these applications for the upcoming school year.

Requests to use additional applications must be submitted to the Office of Information Technology (support@pghschools.org) by May 1 of each school year.

Summer School and Credit Recovery

During the annual rollover the student information system (including SIS, TAC, and HAC) is unavailable to the staff supporting summer school and credit recovery programs.

The rollover does not impact the availability of the on-line curriculum (Edgenuity) used in summer school.

Summer Dreamers

Historically Summer Dreamers has not utilized the student information system and as such is not impacted by the annual rollover process.

Summer Dreamers has also not utilized district student data systems.

Little Dreamers

Little Dreamers utilizes the SIS for summer enrollment into building 100 and homeroom scheduling in order to create rosters for iRead.

Little Dreamers uses iRead – student homeroom rosters are sent to iRead.