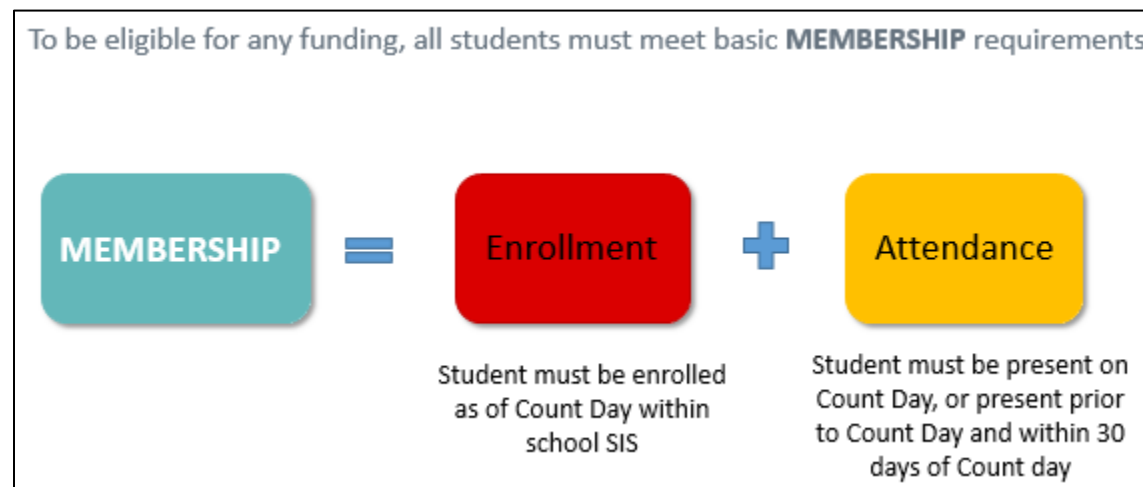


## POWERSCHOOL INSTRUCTIONS | INFINITE CAMPUS INSTRUCTIONS

Once schools have performed a calendar calculation and have determined the number of minutes required to be eligible for full- or part-time funding, a bell schedule calculation should be performed for each secondary school to determine how many classes a student will need to meet those full- or part-time minute requirements. This enables the school to then evaluate each secondary student's schedule to ensure that each student is submitted for the appropriate amount of funding.

By default, both PowerSchool and Infinite Campus have students identified as eligible for full-time funding. It is the school's responsibility to adjust the funding code for each student based on eligibility criteria (enrollment, attendance, scheduled hours, etc.). The following instructions provide one way to use your SIS to find students who meet (or do not meet) schedule hour criteria to be eligible for part- or full-time funding.

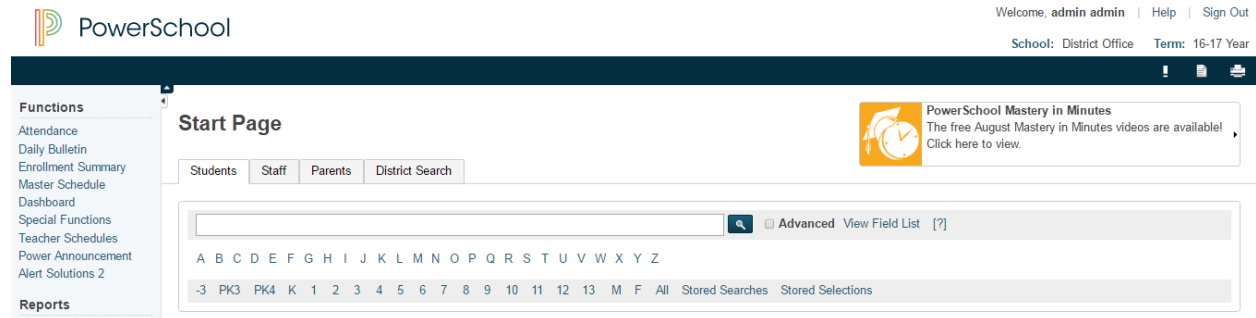
The school is responsible for reviewing the students who don't have the necessary number of courses to qualify for full time funding and do either of the following on or before Count Day 1) update the schedule so the student has the required number of courses for the level of funding for which they are being claimed or 2) adjust the student's funding status so it is accurate.



See the CDE Calendar and Instructional Hours Guidance (<https://resources.csi.state.co.us/cde-calendar-and-instructional-hours-guidance/>) for information on instructional hours and scheduling requirements.

## PowerSchool Instructions

In the Search bar, type in **\*number\_of\_classes<#** with # being the number of classes needed to qualify for full time funding. Then press 'Enter' or click the magnifying glass icon to search.



This search will result in a listing of any students with fewer than the number of classes necessary to qualify for full-time funding based on scheduled hours alone.

## Infinite Campus Instructions

### Student Gap Scheduler

The Student Gap Scheduler tool is used to find students with holes in their schedule. This tool may be used to generate a report to show students with a hole in their schedule for staff to identify students who may not qualify for full time funding based on scheduled hours alone.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

Grade:  (Dropdown menu options: 09, 10, 11, 12)

\* Enrollment Effective Date:

Which report type would you like?

Summary report lists students' gap periods.  
Detail report lists students's schedule in the selected schedule grid.

Summary  Detail

Which periods would you like to include in the report?

	Schedule <input checked="" type="checkbox"/>							
	Term Schedule Terms <input checked="" type="checkbox"/>							
	Term 1 <input checked="" type="checkbox"/> 07/11/2011 - 09/30/2011		Term 2 <input checked="" type="checkbox"/> 10/03/2011 - 12/30/2011		Term 3 <input checked="" type="checkbox"/> 01/02/2012 - 04/02/2012		Term 4 <input checked="" type="checkbox"/> 04/03/2012 - 06/08/2012	
	A <input checked="" type="checkbox"/>	B <input checked="" type="checkbox"/>	A <input checked="" type="checkbox"/>	B <input checked="" type="checkbox"/>	A <input checked="" type="checkbox"/>	B <input checked="" type="checkbox"/>	A <input checked="" type="checkbox"/>	B <input checked="" type="checkbox"/>
Period 01 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period 02 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period 03 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period 04 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period ACT <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. Go to: Scheduling > Student Gap Scheduler
2. Select the students whose schedules you wish to analyze (by grade or Ad Hoc filter)
3. Select the enrollment effective date.

Be sure the Enrollment Effective Date is a date within the calendar selected; otherwise no results will be returned. *(Note: Schools should run this report BEFORE Count Day to ensure students have accurate schedules. It should also be run ON Count Day to ensure that students have the appropriate funding status selected based on the Count Day schedule.)*

4. If running the report, select the type of report. The summary mode will list the empty periods each student has. The detail mode will print a mini-schedule for the student, with an "X" indicating a scheduled course and gray shading indicating an empty period. *(Note: Detail report tends to be easier to skim to identify students with significant schedule gaps.)*
5. Select the terms/periods for analysis using the checkbox grid at the bottom.
  - o Selecting the Schedule checkbox at the top of the grid will automatically check all term/period boxes.
  - o Selecting (or deselecting) a term will check all boxes in that term.
  - o Selecting (or deselecting) a period will check all boxes for that period.
  - o *Note: Schools should select as many terms as needed in order to have half of the school year's school days included. Ex: In a school with a semester schedule, checking first semester should suffice. In a school with a trimester schedule, check both first and second semester should suffice.*
6. Selecting Find Students will run a search and show students with a hole in their schedule in the search results. Generate report will create a PDF report that may be printed or saved as needed.
7. *Note: Schools can use the Generate Report option to print the mini-schedules for students. Schools should then go through the report, identify any students with significant gaps (grey blocks) in the schedule.*

<b>18-19 Harrison High</b> 585 Peachtree Parkway, Metro City MN 55436 Generated on 08/05/2018 02:30:15 PM Page 1 of 96		<b>Student Gap Scheduling Report</b> Enrollment Effective Date: 08/05/2018 All Grades Selected periods: 40 Total Students: 0 X: Booked period Shaded Cell: schedule gap --non-exist or unselected period								
<b>Student</b>		<b>Schedule</b>								
Ackerley, Anda Student Number: 3 Grade: 10 Gender: F Gaps: 10		Term 1		Term 2		Term 3		Term 4		
		A	B	A	B	A	B	A	B	
		Period 01	X	X	X	X	X	X	X	X
		Period 02	X	X	X	X	X	X	X	X
		Period 03	X	X	X	X	X	X	X	X
		Period 04	X	X			X	X	X	X
Period ACT										
Adams, Cla Student Number: 11 Grade: 10 Gender: F Gaps: 10		Term 1		Term 2		Term 3		Term 4		
		A	B	A	B	A	B	A	B	
		Period 01	X	X			X	X	X	X
		Period 02	X	X	X	X	X	X	X	X
		Period 03	X	X	X	X	X	X	X	X
		Period 04	X	X	X	X	X	X	X	X
Period ACT										