

HISD Summer School Campus Timeline

2023

ROW	DELIVERABLE	DATE (WINDOW & DEADLINE)
1.	ASM posts with Summer School Information – Update 1 (Link) <ul style="list-style-type: none"> Overview, School list, Principal SS and Bridget Camp survey 	February 23, 2023
2.	Principal Summer School Survey Due Date <ul style="list-style-type: none"> Link: Principals Summer School 2023 Survey 	March 10, 2023
3.	ASM posts with Summer School Information – Update 2 (Link)	March 30, 2023 March 23, 2023
4.	Summer School 2022 Teachers/Staff “opt-in” opens in OS	April 3, 2023
5.	Employees “opt-in” to apply for Summer School in OneSource. <ul style="list-style-type: none"> Teachers, Nurse, Custodians, Crossing Guards 	April 3 - 21, 2023
6.	Principals’ Meeting – Summer School Updates	May 3, 2023 April 5, 2023
7.	ASM posts with Summer School Information – Update 3 (Link) <ul style="list-style-type: none"> Qualifier Report distribution and information SS teachers/staff opt-in instructions 	April 13, 2023 April 6, 2023
8.	Canvas Course Launch - Summer School Training for Campus SS 2023 Leadership <ul style="list-style-type: none"> Target Audience: Campus Principals, Summer School Campus Coordinator (Administrator/Teacher Leader/ Coordinator/ Specialist/ Aspiring Leader, etc.) One-Source #: 1495004 	April 10 – 21, 2023
9.	Principal/SS Coordinator Q&A Virtual Meetings <ul style="list-style-type: none"> 10:30 – 11:30AM Q&A Teams Link 3:30 – 4:30PM Q&A Teams Link 	April 12, April 19, April 26 10:30 – 11:30 AM 3:30 – 4:30 PM
10.	Campuses use current available data to identify top tier students recommended for summer school intervention and acceleration to: <ul style="list-style-type: none"> Create the student SS roster for registration, transportation & food service Notify parents Determine selection of teachers Prepare master schedule 	April 13 – May 5, 2023
11.	Budget Load to campus in the Summer School IO (PC# cannot be obtained until Summer School Budget is Loaded) Summer School Positions are loaded to your campus budget for positions only. No non-salary will be loaded. <ul style="list-style-type: none"> Campus can run their APR to see the positions PC#. 	April 20, 2023
12.	Summer Selector Open for Principal to hire Teachers/Staff - (PC# cannot be obtained until Summer School Budget is Loaded) All employees chosen to work summer school must be in a summer school position. ASM will post with instructions on Thursday, April 20th <ul style="list-style-type: none"> Target date for hiring: May 19 Final Day to fill vacancies: May 26, 2023 	April 20 – May 19, 2023
13.	Send Summer School recommended notification letters to be sent to parents. Letters for strongly recommended students.	April 24 – May 12, 2023

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14.	Principal/SS Coordinator Q&A Virtual Meetings <ul style="list-style-type: none"> • 10:30 – 11:30AM Q&A Teams Link • 3:30 – 4:30PM Q&A Teams Link 	May 2023 (Every Wednesday) 10:30 – 11:30 AM 3:30 – 4:30 PM
15.	Summer School Curriculum available to all teachers through Canvas	May 5, 2023
16.	Submit Security forms, as applicable, for summer school environment and role access	May 1 – 26, 2023
17.	Stand-alone, host, and sending campuses begin enrolling students in HISDConnect/PowerSchools Summer School Environment. <ul style="list-style-type: none"> • Campus to begin creating schedules for students (can be placed with a vacant teacher) Host campus administrator must work with sending campus administrator to enroll students	May 1 – 26, 2023
18.	Deadline for Transportation requests of SS students	May 12, 2023
19.	Deadline for Food Service SS student count	May 12, 2023
20.	HISDConnect/PowerSchools Summer School Environment <ul style="list-style-type: none"> • Opens for master scheduling for Host and Standalone schools • Student will be visible for student scheduling • SIS auto roll-over all retained student in ~June 1 	May 8, 2023
21.	Federal and State Compliance SS Process and Procedures – Virtual Training for Campus Coordinators, Data Entry Clerks, PEIMS clerk, Registrars, Schedulers <ul style="list-style-type: none"> • Morning Session 9:30AM - 10:30AM and Afternoon Session 1:30PM - 2:30 PM offered May 16, May 17, and May 24, 2023 • View Summer School Training Catalog here. 	May 15 – 24, 2023
22.	HISDConnect PowerSchools Summer School Data Training <ul style="list-style-type: none"> • Target Audience: Summer School Administrators/ Coordinators and Clerks that handle summer data entry (i.e., enrollment, scheduling, grading, etc.). • View Summer School Training Catalog here. 	May 16 – 26, 2023
23.	Deadline to complete master schedules in HISDConnect PowerSchools and schedule summer school students (Host/Standalone schools)	May 26, 2023
24.	Deadline for Spring Grade Placement Committee Meetings to be finalized <ul style="list-style-type: none"> • (GPC and Attendance Committee decisions must be entered in HISD Connect before the campus calculates and runs the final report card.) 	May 26, 2023
25.	Final Day to fill SS Staff vacancies	May 26, 2023
26.	Student scheduling to generate roster for June 5 th (PK/K EL) or June 6 th First Day	May 30 – June 2, 2023

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27.	Deadline for Summer School required notification letters (<i>retained or retesting</i>) to be sent to parents <ul style="list-style-type: none"> Letters for retained students Notification template located on SS 2023 Resource One Drive Folder 	June 1, 2023
28.	Summer School Training for <u>PK-K Teachers</u> (Multilingual - EL Program) <ul style="list-style-type: none"> View Summer School Training Catalog here. 	June 2, 2023 May 30, 2023
29.	Summer School Training for <u>K-12 Teachers</u> (ES/MS/HS) <ul style="list-style-type: none"> View Summer School Training Catalog here. 	June 2, 2023 and June 5, 2023
30.	Last day to enroll and schedule students	June 5, 2023
31.	First Day of Summer School for PK/K EL	June 5, 2022 (Monday) June 2, 2023 (Friday)
32.	First Day of Summer School for K-12	June 6, 2023 (Tuesday)
33.	Progress reports due to Parents (by the 8 th day of SS)	June 15, 2023
34.	Online Training Part 2 for Campus Coordinators, Data Entry Clerks, PEIMS clerk, Registrars, Schedulers. <ul style="list-style-type: none"> Target Audience: Clerks/Summer School Coordinators that handle summer data entry (I.e., enrollment, scheduling, grading, etc.). View Summer School Training Catalog here. 	June 20, 2023
35.	STAAR End-of-Course (Eng I & II, Algebra I, Biology, US Hist)	June 20 – 30, 2023 (Testing Window)
36.	Last Day to enter SS Grades	June 29, 2023
37.	Deadline for Summer Grade Placement Committee <ul style="list-style-type: none"> Meetings to be finalized (GPC and Attendance Committee decisions must be entered in HISD Connect before the campus calculates and runs the final report card.) 	July 3, 2023
38.	Deadline to finalize promotion status following the end of summer school (GPCs) <ul style="list-style-type: none"> (GPC and Attendance Committee decisions must be entered in HISD Connect before the campus calculates and runs the final report card.) 	July 3, 2023
39.	Last day of Summer School Instruction	July 3, 2023
40.	Report Cards Due to Parents	July 3, 2023
41.	Weather Make-up Day	July 5, 2023
42.	Deadline to Enter Summer School time in SAP	July 6, 2023
43.	HISD Connect/PowerSchools Closed for End of Year Processing (All Access Removed)	July 13, 2023

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Resource:

[2023 Summer School Trainings](#)

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