

eSCHOOL SUMMER 2025 ENROLLMENT INFORMATION FOR HIGH SCHOOLS

Entity for eSchool is 996



ES 3340 Psychology-Grades 10-12
ES 3990 American Government-Grade 12
ES 7615 Art History, Grades 9-12
ES 8165 Fitness for Life-Grades 9-12
ES 8166 Fitness for Life 2-Grades 9-12 (Prerequisite Fitness for Life 1)
ES 9220 Health Education-Grades 9-12
E1 3160 US History Semester 1, Grades 11-12
E2 3160 US History Semester 2, Grades 11-12

E1 1150 ELA 3 Semester 1, Grade 11 (Prerequisite ELA 2)
E2 1150 ELA 3 Semester 2, Grade 11 (Prerequisite ELA 2)
E1 1160 ELA 4 Semester 1, Grade 12 (Prerequisite ELA 3)
E2 1160 ELA 4 Semester 2, Grade 12 (Prerequisite ELA 3)
E1 2056 Integrated Algebra/Geometry 2, Grades 9-12
E2 2056 Integrated Algebra/Geometry 2, Grades 9-12
 (BOTH semesters for Math required at enrollment)
ES 6387 Financial Literacy-Grades 10-12

Summer 2025 course numbers for half-unit courses have changed to an ES prefix; course numbers for one-unit courses have changed to an E1 prefix for semester one credit and an E2 prefix for semester two credit. Summer semester terms are **ES1** or **ES2** in Current Scheduling. Sections are in the 300's.

- Semester Dates: **May 19-July 14, 2025 for all courses.** In-person orientations and final exams in a supervised testing center are mandatory. If student has attended an orientation in a previous semester, student may sign and return the Student Sign-Off page instead.
- Semester Enrollment Deadline: **May 29, 2025** (student MUST attend an orientation).
- Orientation options: May 14, 2025, 3:30p.m. @SM West Library, May 15, 2025 3:30 p.m. @SM West Cafeteria, May 19, 2025 5:00 p.m. @SM West Library, May 29 2025 5:00 p.m. @SM West Cafeteria. Fitness for Life 1 & 2 pretests, on above dates- **4:00pm.**
- **Final Exam options:** July 1, 9:00-11:00 a.m. (Library), July 8, 9:00-11:00 a.m. (Library), July 17, 3:00-5:00 p.m. (Cafeteria), July 18, 1:00-3:00p.m., or July 21, 8:00-10:00a.m. (Cafeteria), OR by appointment with an eSchool administrator. Fitness for Life post test will be supervised by the course instructor on the same dates as the final exam.
- Tuition - SMSD students only - **\$180** per course

1. Enrollment for the summer 2025 semester will begin **February 18, 2025** at the home high school counseling office. *Only students who are active in a SMSD entity will be able to enroll in eSchool (996).*
 - a. eSchool courses are for initial credit or credit recovery (as long as the student understands rigor of course and teacher involvement).
 - b. ELA 3, ELA 4 or US History Semester 1 course must be taken before Semester 2 course. Both courses may only be taken during the same eSchool semester with eSchool administrative approval.
 - c. Fitness for Life 1 and Fitness for Life 2 cannot be taken in the same semester.
 - d. All eSchool courses do not meet NCAA eligibility requirements and are not repeatable for credit.
 - e. SMSD juniors who will be a senior in fall 2025 may enroll in American Government or ELA 4 summer semester. Likewise, current SMSD students who will be a sophomore or older in fall 2025 may enroll in Financial Literacy or Psychology; incoming juniors may enroll in ELA 3 or US History. Incoming SMSD freshmen may enroll in Art History, Health Education or Fitness for Life only. Exceptions must be requested and approved in advance. If a non-district student has enrolled in your high school for next fall, you may **not** enroll the student in summer eSchool.
 - f. Students who have dropped out of a SMSD high school can enroll at their home high school during the spring semester to gain access to a SMSD issued device **only** if they meet the following requirements:
 - Can potentially graduate by taking four (or less) ½ credits during spring and summer of 2025 based on a combination of eSchool and Academy coursework.
 - These students must enroll in their home high school to be eligible to receive a SMSD issued diploma.
 - g. If an out of district transfer student attends your school (and pays out of district tuition) and enrolls in eSchool, he/she will pay the same \$180 eSchool tuition as SMSD students.

ENROLLMENT INFORMATION

2. Student should use the eSchool enrollment form. Computer clerks will schedule the requested eSchool course in Skyward. Registrars will have 996 access as backup for enrollment.
 - a. Please keep all white copies of enrollment forms at least until all grades have been posted from the year and business office audits are complete.
 - b. All enrollments should receive our eSchool flyer and a Skyward payment receipt upon payment; the yellow copy of the enrollment form should also be given (by either computer clerk, or bookkeeper can enter payment info on form).
3. McKinney-Vento/Migrant/School Vouchers/ELL
 - a. All students with McKinney-Vento waivers should have eligibility for the course verified with David Aramovich.
 - b. If ELL or migrant students enroll in eSchool courses, counselors should verify eligibility (ELL students are identified in Skyward; migrant students should be confirmed with Rebecca Schnoebelen). ELL students pay \$50 per course; migrant students are covered 100% unless also covered by ELL (migrant \$50/ELL \$130) or specified by Rebecca Schnoebelen.
 - c. Bookkeepers are responsible for transferring school voucher funds to the eSchool account in BusinessPlus.
 - d. Bookkeepers should enter payments as noted below in #10.
4. *Entity for eSchool is 996.* Summer 2025 eSchool courses are set up in Current Scheduling. ALL students are auto-enrolled into 996 as of **2/18/25**- if you have a student enrolled in your school after that date, you will have to create a new enrollment entry. When creating a new enrollment entry, please follow the steps below.
 - a. Search by shortened last and first name in 996 (check students only box).

- b. If a student is found and is active in 996, the course can be scheduled.
- c. If a student is found but is inactive in 996, go to Entry/With screen, click the Entry button to create a new enrollment entry and date with instructions below.
- d. If a student is not found in 996, click Add to add the new student.
- e. Enter **5/29/25** for the entry date (please check as you may need to change your default date).
- f. After 5/29/25, the current date may be used.
- g. Enter 300 for entry code or change TR to 300 (TR is no longer an option).
- h. Enter **996** for both school and calendar.*
- i. **Students should be active in 996.** (Please make sure students are not inactive.)
- j. Please note that if the entry date or calendar/school is incorrect, it may affect the student's gradebook.

To schedule a course:

- k. Schedule the course (Add Course, Schedule Class) in **Current Scheduling**. The summer semester is term ES1 or ES2; section numbers are in the 300s. (Remember that fall courses with Terms EF1 or EF2 and Section 101, and spring courses with Terms EP1 or EP2 and Section 201 are still viewable; they should show zero seats available.)
- l. The tuition charge is auto generated in **Current Year Fee Activity**. If an enrollment error occurs and you must delete a course, please remember to have the associated charge deleted.

5. Course GLO

- a. **There has been a change from the past regarding the course GLO for eHealth Education as a 9th grade course.** Health will now be enrolled like Art History and Fitness for Life. Please see below.
- b. **Current 8th graders** enrolling in Art History, Fitness for Life or Health Education will need to have the **course GLO at the student level set at 09**. If this step is not completed, the course will not show on the student's high school transcript.
- c. The box marked "Include this GLO in GPA Calculation" should be checked.

6. If a course fills up, counselors or guardians should email or phone waiting list requests to the eSchool office.

7. Guardian/student must pay for course **at time of enrollment** by one of the following (see #10 for bookkeeping information):

- a. Online fee payment through eFunds (fee should appear immediately if there is a current account).
- b. School bookkeeper with cash, check or credit card. A Skyward payment receipt should be given and the yellow copy of enrollment form (by either computer clerk, or bookkeeper can mark payment info).
- c. **Full payment is required at time of enrollment. Payment not received within 48 hours will remove the student from the course. Partial payments or payment plans are not accepted.**
- d. The eSchool office will notify computer clerks and bookkeepers regarding students whose course(s) need to be dropped due to non-payment. Students should also be withdrawn from 996, and the associated charge(s) will also need to be reversed.
- e. **If a student wishes to re-enroll and pay after being dropped, the student's withdrawal can be deleted to reactivate them, AND the charge must be manually added the second time in 996 (instructions in #10b).*
- f. Please note on the enrollment form for bookkeeper if payment is made by someone other than Family 1/Primary Guardian (i.e., Family 2, grandparent or family friend, Communities in Need, KVC, Secret Samaritans, etc.) including an address if not in Skyward. There is a place to mark these alternate payments (including waivers/scholarships and amounts) on the enrollment form.

8. SMSD students who enroll in eSchool courses will retain their SMSD MacBook for summer eSchool use. Proof of enrollment and payment will need to be provided to the student's home school at the time of device check-in.

- a. A report will also be provided to administrators with student names enrolled in eSchool courses.
- b. All eSchool students will turn in their devices at the end of their summer session.
- c. The Responsible Use Policy and Damage Device Structure is in effect as during the normal school year.

9. eSchool Course Withdrawal and Refund Information:

- a. If withdrawal from the e-course is made by 6/10/25, no record will appear on the transcript.
- b. **There are NO refunds for withdrawals after class begins.** *If a student withdraws from a course for any reason prior to the beginning of class, they will be charged a 20% cancellation fee.* Guardians should request withdrawals or refunds in writing or email aurabrogdon@smsd.org.

10. BOOKKEEPING

- a. The eSchool office will notify computer clerks and bookkeepers regarding students who need to be dropped due to non-payment. The associated charge will also need to be reversed; please enter "Dropped course due to no payment" in Reverse Charge Comment. *Please do not delete courses and charges as we prefer to show a history.*
- b. *If the student has been dropped/charge reversed and wishes to re-enroll and pay, the charge must be manually added the second time.* Go to "Add Charge" and "Course Fees" (at bottom of screen) where the current course and fee should appear (must be in entity 996). Click "Add" to add the course and fee, then "Create".

Bill Codes	Course Fees		Entity: 996	eSchool	?
Activity Fees	Course ▲	Bill Code	Description	PP	Amount
Course Fees	ES9220	BC009220	ES HEALTH ED		180.00 ▲
Fee Groups					

- c. If an enrollment error occurs (i.e., wrong student or course) and a course is deleted, the associated charge must also be deleted.
- d. If courses are switched and payment has been made, the payment will need to be transferred to the new course charge (reverse charge the first payment, then apply credit balance to the new charge).
- e. When entering payments made by someone other than Family 1/Primary Guardian (i.e., Family 2, grandparent or family friend, Communities in Need, KVC, etc.), please note in the payment comment "Paid by Dad, Joe Brown, or Family 2, CIS, KVC, Secret Samaritan, etc. and an address if not in Skyward" in case of refund. There is also a place to mark these alternate payments (including waivers/scholarships) on the enrollment form.
- f. Insufficient Funds/Returned checks-If a check for an eSchool course is returned, parents and eSchool office should be notified they have five days to make an alternative payment or student will be dropped from the course.
- g. **McKinney-Vento students**** (eligibility should be verified for course with David Aramovich)-use the **homeless** bill code option for the entire \$180 eSchool tuition.
- h. **ELL* and Migrant**** (ELL eligibility should be verified; migrant should be confirmed with Rebecca Schnoebelen)-please enter the scholarship as a W-Waiver, add ELL Scholarship or Migrant (Comment eSchool ELL Scholarship and/or Migrant). ELL students pay \$50 per course; migrant students are covered 100% unless also covered by ELL (migrant \$50/ELL \$130) or as specified by Rebecca Schnoebelen.
- i. **School Waivers**** Please add first receipt or payment as "**W-Waiver**", add School Name, Type of Scholarship (EXAMPLE: Love Fund, Financial Hardship, Guidance Scholarship, etc.), then enter the waiver amount*. The bookkeeper is responsible for transferring and coding these funds to the eSchool account. The bookkeeper is responsible for transferring and coding these funds to the eSchool account.

**If CIS, KVC, Secret Samaritan or someone else is making the actual payment with check or credit card, use appropriate payment code but please mark in Comment who paid for it including an address in case there should be a refund.*

****Adding an appropriate scholarship or voucher to "W-Waiver" and entering in Comment is very important for report purposes. Thank you for your help!**

- j. Bookkeepers should continue to code any check or cash receipts for eSchool courses in BusinessPlus with the account number below.
023-1310-0000-XXX-00000 (XXX=your school entity)

- k. Each e-course has a separate bill code.

American Government	BC003990	Health	BC009220
Art History	BC007615	Fitness for Life 1	BC008165
ELA 3 Sem.1 & 2	BC001150	Fitness for Life 2	BC008166
ELA 4 Sem.1 & 2	BC001160	Psychology	BC003340
ES Integrated Algebra/Geometry	BC002056	US History Sem. 1 & 2	BC003160
Financial Literacy	BC006387		

Please check the eSchool webpage -www.smsd.org/academics/eschool- for the latest eSchool information.
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