RED CLAY CONSOLIDATED SCHOOL DISTRICT

Summer School Registration Quick Reference Guide

Infinite Campus | School Secretary Front Office Desk Guide

STEP 1: STUDENT REGISTRATION
- Student Information → Enrollment → New
- Select SS Building Calendar
- Keep Schedule unchanged
- Current Grade Level
- Correct Start Date
- Local Status: 132 Transfer Within District
- Service Type: Partial
- Save

STEP 2: PROGRAM ASSIGNMENT
- Programs Tab
- Use Summer Program Sheet
- Enter Program Code
- Start/End Dates
- Save

STEP 3: TRANSPORTATION
- Verify accommodations
- Assign SS Route Type
- Update alternate addresses
- Save

STEP 4: REPORTING
- Context Switcher → 25-26 SS Building
- Student Search → Advanced Search
- Select Filter
- Summer School Schedule Folder
- Run Program Report

IMPORTANT DEADLINE
- Complete ALL registrations by June 30

SS Route Code	Description
SS-T	Transportation To Only
SS-F	Transportation From Only
SS-TF	To and From
SS-NT	No Transportation
SS-AU	Autism
SS-SE	Special Education
SS-RG	Regular Education