



## Choctaw Summer Learning Secretary Business Processes

### Training Material

The Choctaw Nation has provided a student management system for schools to manage students participating in the Choctaw Nation Summer Learning Program. Information and training material can be found on the “Student Management” page under the “Home” menu at [www.choctawsummerlearning.org](http://www.choctawsummerlearning.org).

### Student Enrollment

The site secretary will manage students in the Choctaw Summer Learning student management system. The link can be found at [www.choctawsummerlearning.org](http://www.choctawsummerlearning.org) – **Home – Student Management** page. If you have not received log in credentials, please email your full name, school name, and email address to [posse@choctawnation.com](mailto:posse@choctawnation.com). You will receive an email from Mizuni notifying you when your account is ready to be accessed. Follow the instructions in the email or see the “Provisioning your account for login” instructions on the web site. To create an enrollment request for your students follow the “Pre-register students for summer school” instructions. Each site including feeder sites will pre-request their students. Each site secretary will be responsible for manually writing the student state testing number (STN) on the bottom of each enrollment form in the space provided. Feeder sites will provide a copy of each student enrollment form to the host site. The host site secretary will be responsible for completing the enrollment of students from feeder sites.

### Attendance

The site secretary will provide an attendance sheet for each teacher to mark weekly attendance. A template can be downloaded from the summer school web site Student Management page under the “Recording Attendance” section. The secretary will be responsible for transferring the weekly attendance to the student management system. Student enrollments will remain unchanged if students are not present on the first day. Students will be marked absent until they are in attendance. Students who enrolled but did not attend will be marked as “No Show” in the student management system. Do not mark students as “No Show,” because the system will automatically remove them.

### Assessment Recording

The host site secretary will provide each teacher with documents to record individual student assessments. These documents can be found at [www.choctawsummerlearning.org](http://www.choctawsummerlearning.org) – **Home – Assessments** page. The secretary will download an assessment score sheet for each class from the student management system and save it on their PC. Scores for pre and post assessments will be transferred from the assessment document to the excel spreadsheet. Once pre and post assessment data has been properly populated into the spreadsheet, the secretary will upload the spreadsheet into the student management system. Cells highlighted in red must be completed before the file will be uploaded. Students not taking an assessment will be marked “Not Tested” under the score column(s).

For questions in regard to student management please email Todd Hughes [thughes@choctawnation.com](mailto:thughes@choctawnation.com) or call 800-522-6170, ext. 2898.