SPEAR: Summer Programs Enrollment & Attendance Reporting

Enrollment Manual

Tennessee Department of Education | April 2023

Overview

The Tennessee Department of Education (TDOE) is releasing the 2023 application for reporting enrollment and attendance for summer school programming. This instruction overview provides information on managing enrollment within the application.

Please note that Learning Loss Bridge Camp for rising grades 4 – 8 is funded and required for summer 2023. There is pending legislation which was put forth during the 2023 legislative session that has passed and is awaiting final signatures to extend Summer Learning Camps and STREAM Mini Camps indefinitely (for rising K – 3) and to extend Learning Loss Bridge Camps to rising grade 9. This guidance supports districts in planning for camps to serve students in rising K – grade 9.

There are three main components to ensuring proper enrollment for students in summer programs.

1. **Camp Types:** Summer programming camp types designate the program type a district is using. Districts should use a combination of the following types of camp for enrollment:
    a. Learning Loss Bridge Camp (rising grades 4-8, rising grade 9): Use for rising grades 4-8 and rising grade 9. [grade 9 pending]
    b. Summer Learning Camp (rising K - 3): Use when districts are offering only Summer Learning Camp during your summer camp session. [pending]
    c. STREAM Camp (rising K - 3): Use when the STREAM Camp program is offered as a separate unit or separate session from the Summer Learning camps and not embedded as part of the Summer Learning Camp day. [pending]
    d. Summer/STREAM Hybrid (rising K - 3): Use when STREAM camp is embedded within the Summer Learning Camp day. [pending]

2. **Teacher and Teacher Assignment:** Teachers assigned to summer programming camp cohorts will have access to a mobile SPEAR application where they will report absences throughout the summer. Starting in 2023, camp teachers will be assigned to either ELA or math based on subject taught to facilitate additional required assessment reporting.

3. **Student and Student Assignment:** Students participating in summer programming will be assigned to camp cohorts to report the student's absences.

Enrollment Key Dates

The following are key dates in the enrollment process. Additional information about each step can be found in greater detail later in this manual.

May 1
- Submit enrollment information for rising fourth grade students based on Universal Reading Screener (URS) data received in April.

- Request Single Sign On (SSO) and SPEAR access for district and school administrators.

Three Weeks Prior to Camp Start Dates
- Submit enrollment templates via the enrollment submission form for all remaining grades at least three weeks prior to the start of camps.
- Ensure all users know and understand login credentials and processes.

Mid-May
- Update rising fourth grade rosters with information from TCAP results. An updated rising third grade roster based on TCAP results will be sent to districts by the department. Districts must remove any student no longer participating in Summer Programming via the State Programs Enrollment and Attendance Reporting (SPEAR) portal.

When Applicable
- Update existing student rosters for summer programming by adding or removing students from camps through the SPEAR portal.

Enrollment Process

There are two methods for completing enrollment for summer programs. Districts may utilize both methods and are encouraged to use the bulk enrollment for the initial roster of students and use the individualized enrollment option to make minor changes. Districts should submit bulk enrollment requests via the enrollment submission form.

Enrollment Method 1: Initial & Bulk Enrollments

Rising Fourth Grade Enrollment
In April, a list of students who are below the 40th percentile based on winter universal reading screening scores will be provided to districts for rostering into summer programming. This upload will match the "at-risk" category of students. These at-risk students should have received an invitation for summer programming as recommended in the Third Grade Retention Toolkit. This is a proactive measure to ensure timely and efficient enrollment for all students who may need to attend summer programming to be promoted to the fourth grade.

By May 1, 2023, districts must submit a bulk enrollment template for rising fourth grade students. Any rising third graders who are voluntarily taking summer programming may be submitted in a bulk enrollment template 3 weeks prior to the camp's begin date. The enrollment template may be found in the District tnshare folder.

Once TCAP data is pulled mid-May, an updated student enrollment roster for rising fourth grade students will be provided to districts. Districts may manually remove or add students to update summer programming rosters at this time through the SPEAR portal.

Please note that the lists of rising fourth grade students that are provided to districts are for proactive enrollment for summer programming only and should not drive decisions related to the third grade retake.

All Grades – Summer Programming Bulk Enrollment

This method will be used to streamline the initial enrollment data import for all students. Districts will submit the necessary data and upload student and teacher data using the enrollment submission form. The enrollment template may be found in the District tnshare folder.

The department will enable access to enrollment and attendance reporting applications based on the start date of the summer program in your district. Districts must also provide a tentative list of teacher assignments through the bulk enrollment process. This teacher data can be adjusted as additional information on staffing becomes available once teacher assignments have been finalized by the district.

Districts should submit the district's bulk enrollment data via the enrollment submission form at least three weeks prior to the start of camps with the exception of rising fourth grade enrollment, which should be submitted by May 1st. The department's technology team will assist with all initial and bulk uploads into the application. Please contact dt.support@tn.gov with any questions or to request assistance

All Grades - Changes to Initial Bulk Enrollment
For all update requests for records of 50 or more students, districts must create a separate enrollment template with only the requested information to change, removing any previously entered data from the template. The enrollment template may be found in the District tnshare folder.

Please note that districts may make additional changes throughout summer programming directly through the SPEAR admin portal or through future bulk uploads.

Enrollment Method 2: Individual Enrollments
Once summer sessions begin, administrators will have the ability to add detailed enrollment data (camp cohorts, teachers, and students) through the SPEAR administrator portal accessible via Orion (https://orion.tneducation.net.)   Districts will manually enter each adjustment, so this method is better suited for smaller adjustments to enrollments rather than mass changes.

This guidance is divided into two sections that provide detailed information on completing the enrollment process for the two methods identified above.

Initial and Bulk Enrollments

Districts may complete bulk enrollment loads for initial enrollment and for large enrollment changes. Bulk uploads should be used if a district has large enrollment changes of more than 50 students. The department's technology team will take submitted data and complete the bulk upload into SPEAR.

Enrollment Update Requests
For all update requests to the initial enrollment template upload, districts should create an additional enrollment template, located in the district's TNshare folder, with only the information that must be updated.

In this section, commonly-used terms include:
- **Cohort:** A themed name used to identify a group of students and related teachers participating in a camp together. The department recommends creating camp names for each camp that can be tied to both students enrolled in the camp and all the related teachers teaching the camp for that cohort of students. Students will attend math, ELA, and intervention while being assigned to one cohort, rather than being assigned to individual classes.
- **Camp(s):** The camp, specified with a beginning and end date, where attendance will be tracked for a cohort of students. The grade level of a camp will also inform what assessment a student can access for post-tests.
- **Camp Name:** A unique name which identifies the camp in the SPEAR platform. In order to preserve data quality, a cohort of students should be rostered into one CampName that ties them to all the related teachers for their cohort. The recommended format is [cohort name]_[district_id]_[first 3 letters of school name] - For example, Dolphin_986_EDU.

Step 1: Create Camp Cohorts Using the "Camps" Tab

For each of the camp cohorts that students are grouped into, please enter the following information into the **camps** tab of the template.

|	A	B	C	D	E	F	G
1	SchoolName	Grade	Camp Type	Camp Name	ePlan Begin Date	ePlan End Date	
2	Anderson County High School - 2	8	Stream Camp	Lion_10_AND	06/08/23	06/29/23	
3	Andersonville Elementary - 5	4	Summer/Stream Hybrid	Dolphin_10_AND	06/08/23	06/29/23	

- SchoolName – Select the school via the drop-down list input.
  - Please note the SchoolName is a pre-determined list of schools based on current EIS data. If a school is not included in the list, or it is listed incorrectly, please contact dt.support@tn.gov to request a correction to the data contained in the department's school directory.

- Grade – Select value of grade level for the cohort created. Grades should reflect the grade level the student ***is entering in the upcoming academic year.***
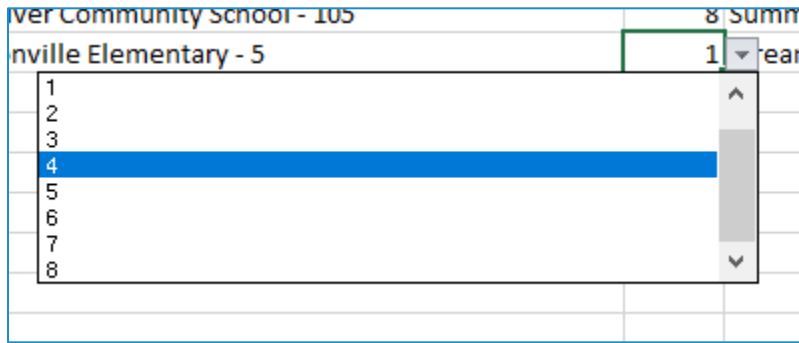
- CampType – Select and input one of the following Summer Camp Types:
    - Learning Loss Bridge Camp (rising grades 4-9): For all students rising grades 6-8. [grade 9 pending]
    - Summer Learning Camp (Grades K-3): Use when the Summer Learning Camp program is separated from the STREAM Camp program. [pending]
    - STREAM Camp (rising grades 1-3): Use when the STREAM Camp program has a separate schedule from Summer Learning Camp. [pending]
    - Summer/STREAM Camp Hybrid (rising grades 1-3: Use when STREAM camp is embedded within the Summer Learning Camp day. [pending]
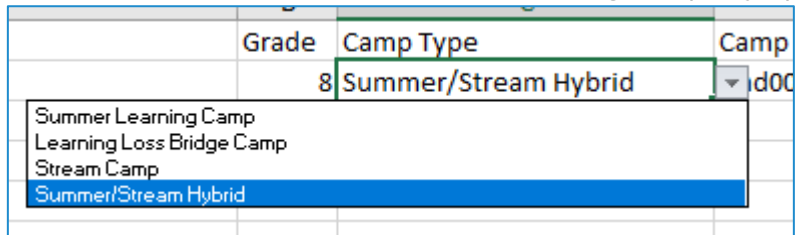
- ePlan Begin Date, ePlan End Date – Enter the camp start and end dates as listed in ePlan.

E	F	
ePlan Begin Date	ePlan End Date	
06/23/22	07/15/22	
06/23/22	07/15/22	

- CampName – Enter a name for each camp cohort. In order to preserve data quality, a group of students should be rostered into one CampName cohort. **CampName will not automatically populate.** The recommended format is [cohort name]_[district_id]_[first 3 letters of school name] - For example, Dolphin_986_EDU.

Camp Cohort Names:

The department recommends creating cohort names for each camp that can be tied to both students enrolled in the cohort and all teachers teaching the cohort. Statewide student progress by camp type, grade level, and content area in connection with teacher effectiveness is required for legislative reporting. More information on rostering teachers is located in Step 3.

- Students must be rostered to one camp for the summer. Even if a student moves between ELA, math, and intervention classes during the summer, the student must be rostered to one camp.

- If there is more than one of the same type of camp per grade within the same school, each camp cohort must have a unique identifier.
- The CampName used must be the same CampName used when rostering students and related teachers.
- Districts should *not* use CampName to specify individual classes. For example, a district should *not* use Math7_986_EDU as this is tied to a specific math class rather than a cohort of students that moves between multiple classes throughout the day.

Example of Camp Naming Using Cohorts:
In order to preserve data quality, a group of students should be rostered into one CampName cohort. For example, a district could use the following:
- Sixth grade sea creatures:
    o Class 1 of the *Example* school is placed into the **dolphin** cohort. All 12 students are rostered to the **dolphin** cohort under CampName. The math teacher, ELA teacher, and intervention teacher are all rostered to the **dolphin** cohort.
    o Class 2 of the *Example* school is placed into the **shark** cohort. All 12 students are rostered to the **shark** cohort under CampName. The math teacher, ELA teacher, and intervention teacher are all rostered to the **shark** cohort.
- Seventh grade safari animals:
    o Class 1 of the *Example* school is placed into the **lion** cohort. All 13 students are rostered to the **lion** cohort under CampName. There are two 0.5 FTE math teachers that are both rostered to the **lion** cohort. The ELA teacher is rostered to the lion cohort.

Step 2: Add Students and Assign Students to a Camp Cohort

For each of the students attending a summer program, please enter the following information into the "**students**" tab of the template.

	A	B	C	D	E	F	G
1	StateStudentID	Is Homeschool	First Name	Last Name	Camp Name	Camp Name	
2	00000000	N	John	Doe	Lion_10_AND		
3		Y	Jane	Doe	Lion_10_AND		
4					Dolphin_10_AND		
5							
6							
7							
8							
9							

- StateStudentID – This is the "Student State ID" (SSID) value for the student in EIS.
- FirstName – First name as it appears in SIS/EIS (should be student's legal first name)
- LastName – Last name as it appears in SIS/EIS (should be student's legal last name)
- Camp Name – There are two "Camp Name" columns in the template for enrolling students in order to allow for a student to be assigned to more than one Camp cohort. The first "Camp Name" column should be used if a student is only attending one camp type. Both columns should be used if a student is attending two camp types. For example, a student is attending a Learning Loss Camp in the dolphin cohort and attending a STEAM Mini Camp in the blue cohort.
- Begin Date – Start date of the camp, as submitted in ePlan. Note: the TCAP retake cannot take place during summer programming.
- End Date – End date of the camp, as submitted in ePlan.

For students who are homeschooled and do not have a State Student ID:
- Leave "StateStudentID" column blank
- Select "Y" for "Is Homeschool" column.
- The system will create an alternative homeschool ID in the enrollment platform to uniquely identify the student. This unique ID is solely for use in the SPEAR platform.

Step 3: Add Teachers and Assign to Camp Cohorts

For each of the teachers supporting summer programming, enter the following information into the "**teachers**" tab of the template.

- TLN – Teacher License Number (TLN). Enter the number as found in SIS/EIS without leading zeros, for example 12345 instead of 000012345.
  - If a teacher for the summer program is not a licensed teacher or does not yet have a TLN, populate the TLN with the last name of the teacher. That teacher will be treated as a non-licensed teacher for attendance purposes. At the time of import, a generated ID will be created for the teacher by the department.
- FirstName – Teacher's legal first name as found in SIS/EIS.
- LastName – Teacher's legal last name as found in SIS/EIS.
- EmailAddress – Teacher's district email address that is associated with their Orion (https://orion.tneducation.net.) account. To request an Orion account for teaching staff, use the SSO Request tracker.
- Camp Name – The names of all camp cohorts a teacher is teaching during the summer. A teacher may be assigned to lead/assist in one or more camp cohorts. Please indicate all camp cohorts to which a teacher is assigned, one camp cohort per camp name column.

Step 4: Associate Teachers to Subjects Taught

For each of the teachers facilitating a summer camp cohort, please enter the following information into the **Subjects Taught** tab of the template.

- TLN – The Teacher License Number (TLN) entered must match a teacher listed in the "Teacher" tab
- Camp Name - The name must match a "Camp" listed in the "Camp" tab
- Subjects Taught – Select from the following options:
  - ELA
  - Math

- o ELA and Math
- o None

Step 5: Submit Enrollment Template to District Technology

Submit the initial bulk enrollment template via the via the enrollment submission form Additional templates may be submitted via this form for requests of 50 or more students. Additional students, teachers, or camps can be manually added to the SPEAR portal using the SPEAR admin access portal.

If assistance is needed in accessing or populating the bulk upload spreadsheet, please contact dt.support@tn.gov.

Administrator Access in SPEAR

Staff members will need to request access to SPEAR to use the administrator portal and access enrollment data 3 weeks prior to the beginning of summer programming. Non-staff members will need to obtain a Single Sign On (SSO) account first, then will need to request access to SPEAR.

SSO Account Requests: Users who do not have a TDOE SSO Account, go to the request tracker to request an account. District EIS Coordinators will be able to support Districts in requesting SSO access with this form, if needed.

SPEAR Access Requests: Tutoring staff users who require SPEAR access, go to the Admin Access Request tracker to request access. User access requests will be granted on a twice-weekly basis on Tuesdays and Thursdays, at the end of each business day.

Adding and Removing Individual Enrollments

Throughout the summer, districts may need to update enrollment records to add or removestudents, teachers, or camps. To remove a student who is no longer enrolled in summer programming or drops out of summer programming, remove the Camp assignment(s) from the student record in the SPEAR portal.

Logging into the application

1. Log in to TDOE Orion (https://orion.tneducation.net.) Find the Summer Program Application icon on the dashboard. If there is not one available, please contact dt.support@tn.gov for assistance.
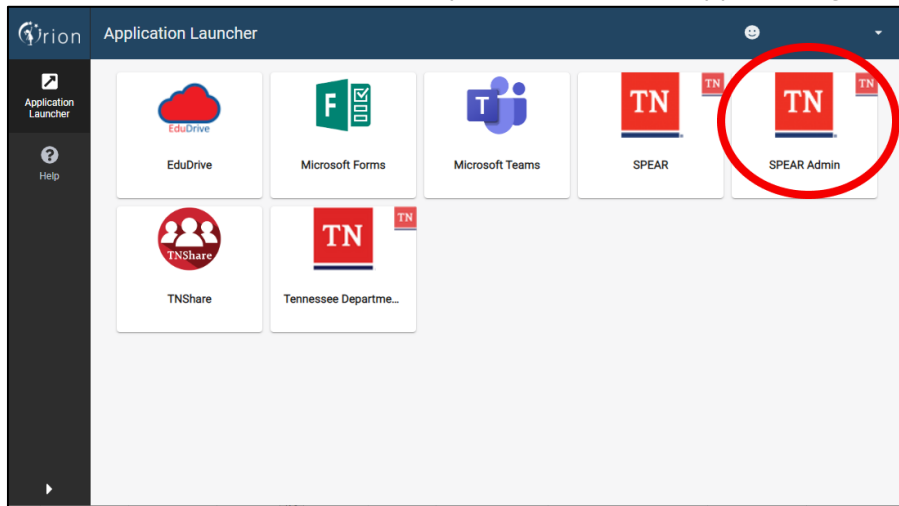
2. Launch the SPEAR Admin application from Orion. The application will route to the home screen. Select "Sign-In" in the topright corner.
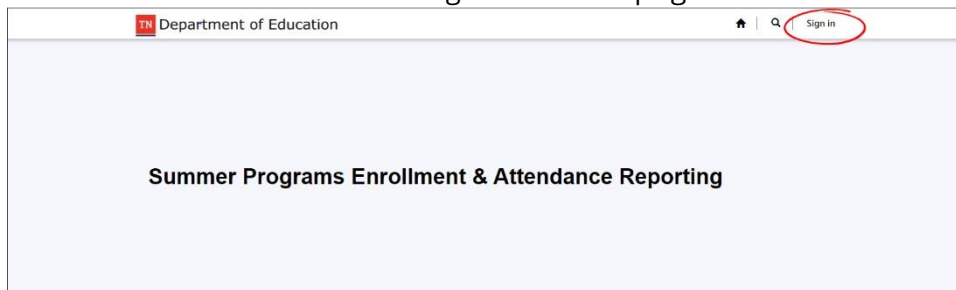
3. If required, click on "Sign in with TDOE Orion" on the below screen.
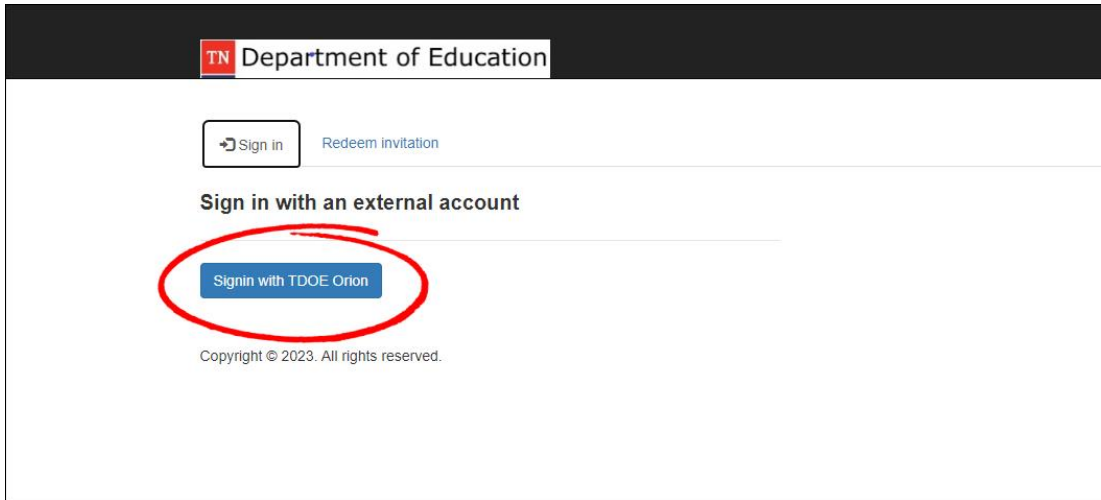
Summer Programming Camp Management

1. Select "Camp" at the top of the screen to navigate to camp management.
   o SPEAR will show all camp cohorts each administrator or educator has privileges to access.
     - District Level Administrators will see all camp cohorts in all schools associated with adistrict.
     - School Level Administrators will see all camp cohorts within their school.
     - Teachers will see all camp cohorts to which they have been assigned.

2. Click the "Camp Name" link to see camp details. Select the drop-down at the end of the row to access edit/delete function.
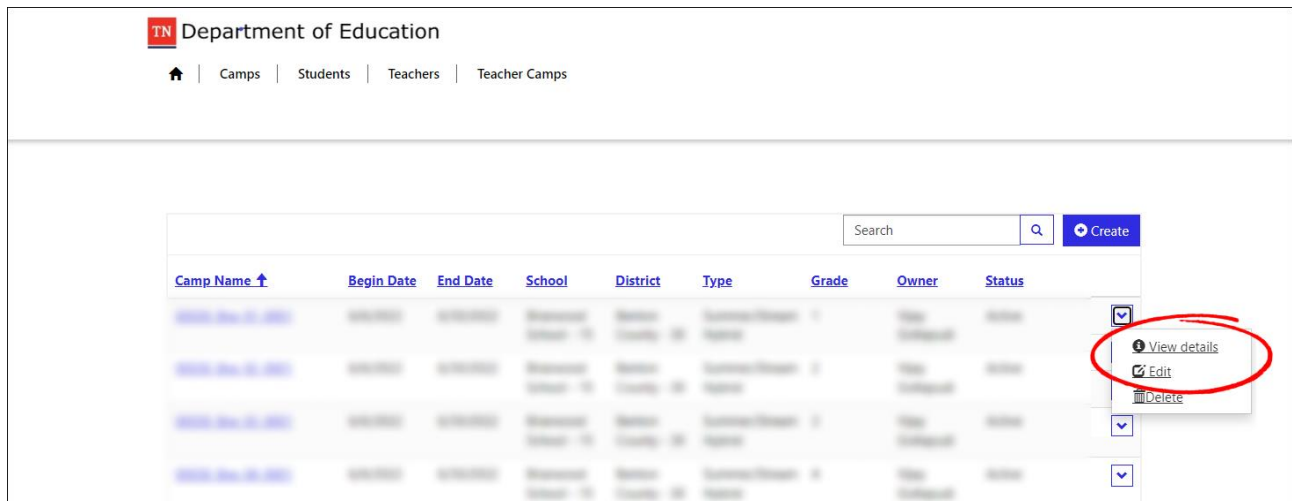
3. To create a new camp cohort, select the "Create" button next to the search bar.
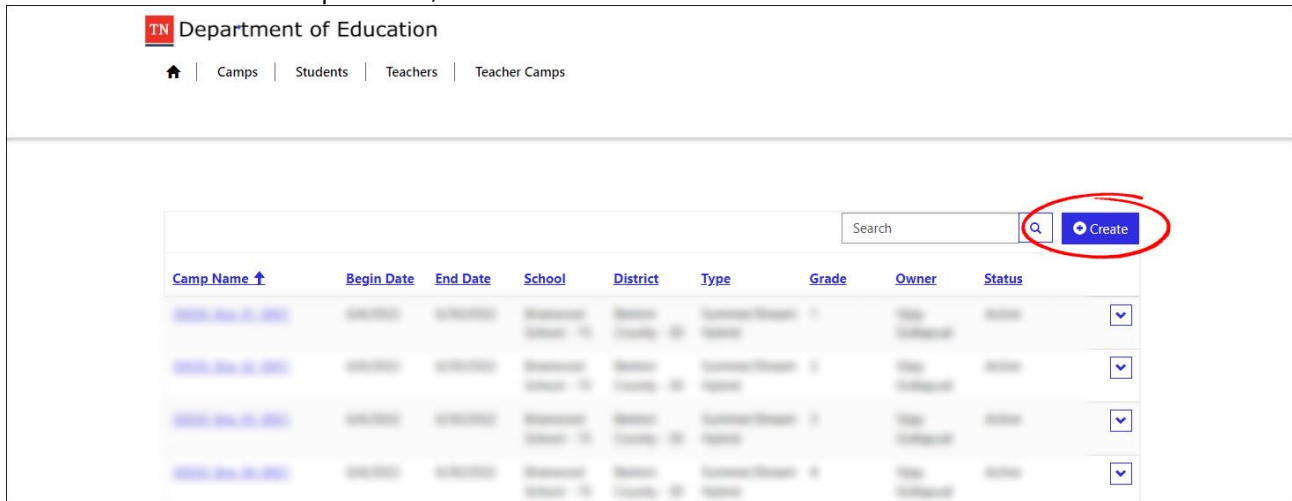
4. On the Create screen, enter the required information:

- ID – Enter a camp cohort name that uniquely identifies the camp. The recommended format is [cohort name]_[district_id]_[first 3 letters of school name] - For example, Dolphin_986_EDU.

- ePlan Begin Date/End Date – Enter the begin and end date of the camp, as noted in ePlan.

- Grade – The rising grade level of the student. The grade selected will determine the assessments available in Pearson for post-tests. Multiple grades are not supported at this time. Create separate camp cohorts for each grade.

- School – Enter the school name where the summer program will take place. Districts will choose from an auto-populated list.

Camps

Attenda

Create   ✕

ID *

Start Date

M/D/YYYY

End Date

M/D/YYYY

Type *

Grade *

School *

Name *

Brw 01

Brw 02

Brw 03

Brw 04

Brw 05

CJH 06

CJH 07

CJH 08

High School   County - 30   Bridge Camp   Gollapudi
- 27

## *Student Management*

1. Select *Students* at the top of the screen. This will route to the Student List Screen. Administrators and teachers will see all students they have privileges to see:

   - District Level Administrators will see all camp cohorts in all schools associated with a district.
   - School Level Administrators will see all camp cohorts within their school.
   - Teachers will see all students in camp cohorts to which they have been assigned.
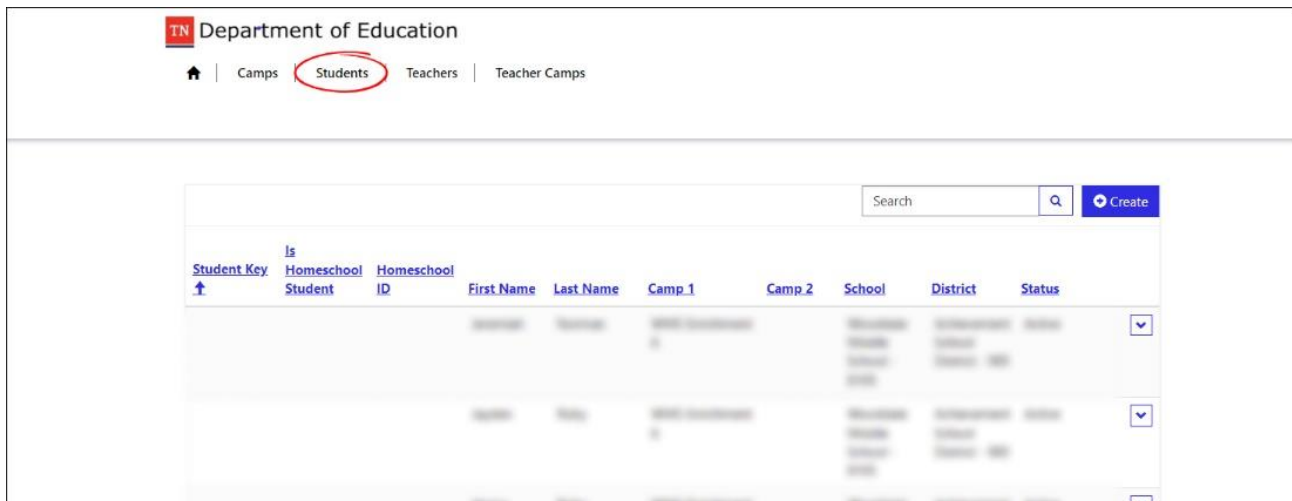
2. Click the "Student" link to see student details. Select the drop-down at the end of the row to access edit/delete function. Please note students are shared across programs such as TN All Corps. Do not delete a student record to remove from summer enrollment. Instead, click "edit" on the student record and remove the summer school camp cohort from the student.
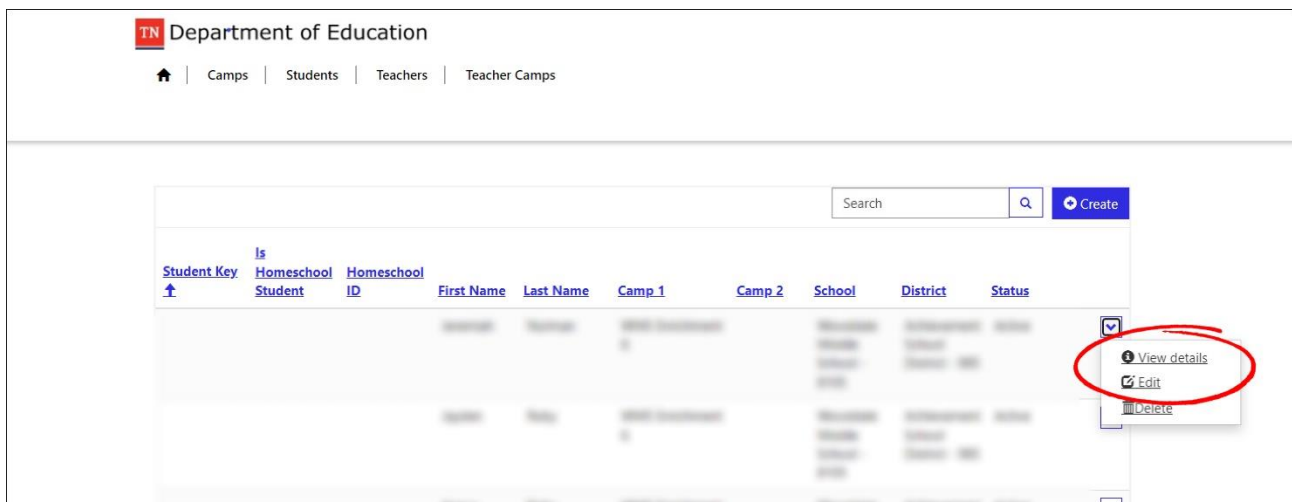
3. To create a new Student, select the "Create" button next to the search bar.
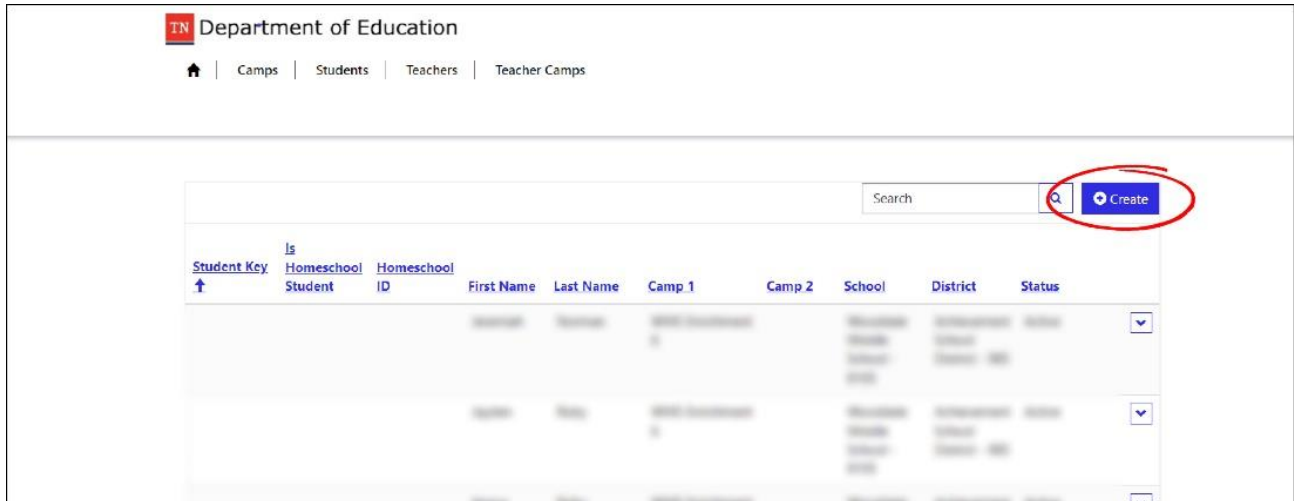
4. On the Create screen, enter the required information:

- The StudentKey is the Student's State ID number and must match the State Student ID for the student found in the district EIS/ SIS package.

- Homeschool Student – If the student is a homeschool student, leave the student key blank and select "yes" and leave the "Homeschool ID" field blank. When the new student record is created, a Homeschool ID will be generated for the student.

- First Name/Last Name – This should match the Legal First Name and Last Name found in EIS/SIS package.

- Camp 1 and Camp 2 – Assign the student to the appropriate camp(s). Please make sure the school/district information where the student is attending is accurate. If a student is only attending one camp, only "Camp 1" must be completed.

- School – Select the school where the student is attending summer programming.

Create   ×

Information

Student Key

[   ]

Homeschool Student

[▾]

Homeschool ID

[   ]

First Name *

[   ]

Last Name *

[   ]

Camp 1

[🔍]

Camp 2

[🔍]

School *

[🔍]
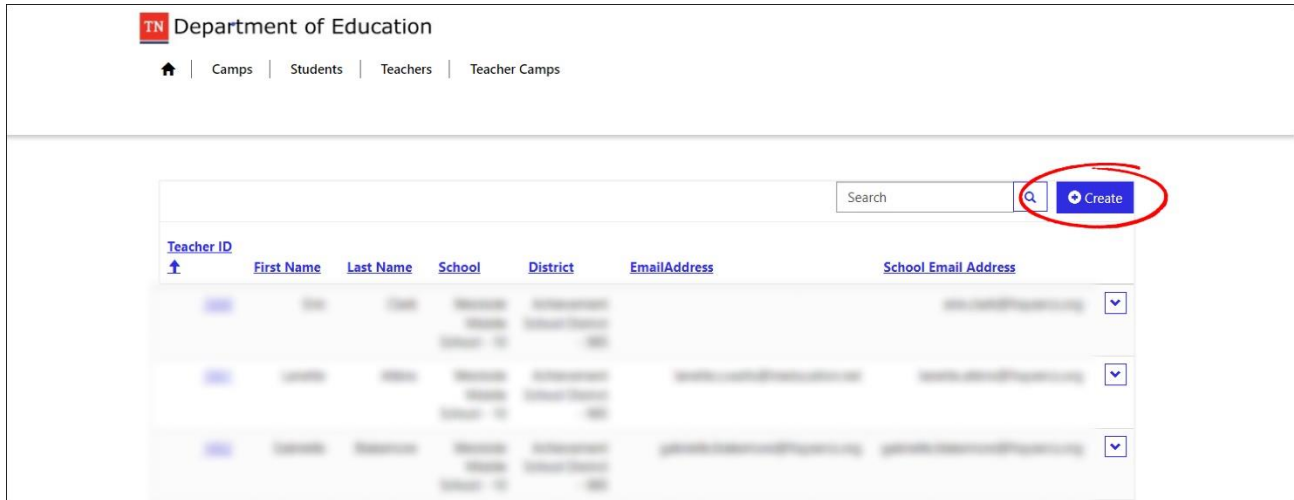
8105

Teacher Management

1. To manage teachers, select 'Teachers' from the top of the page.
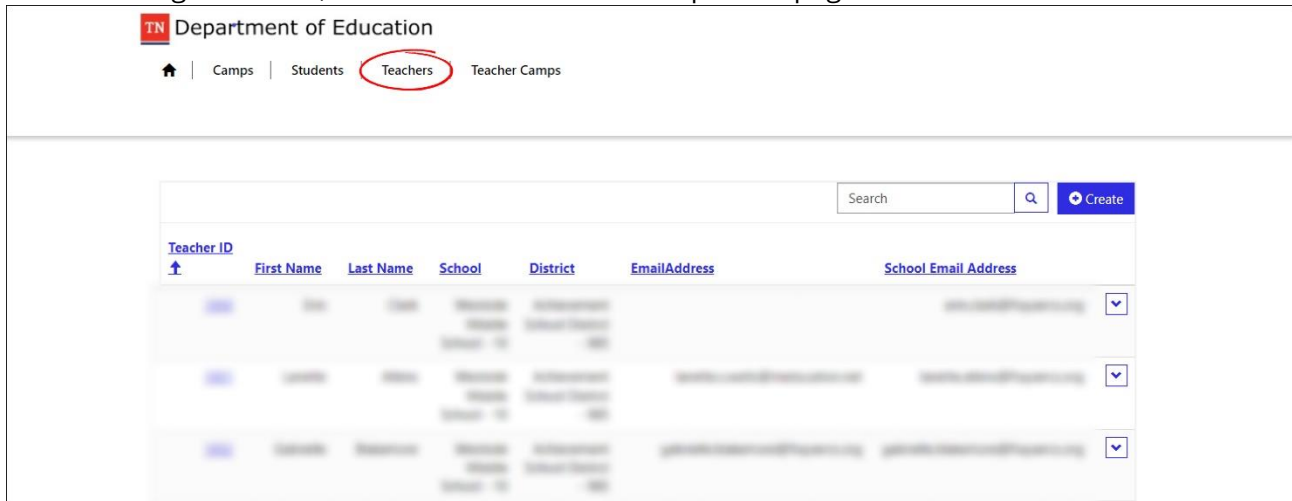
2. Click the "Teacher" link to see teacher details. Select the drop-down at the end of the row to access edit/delete function.
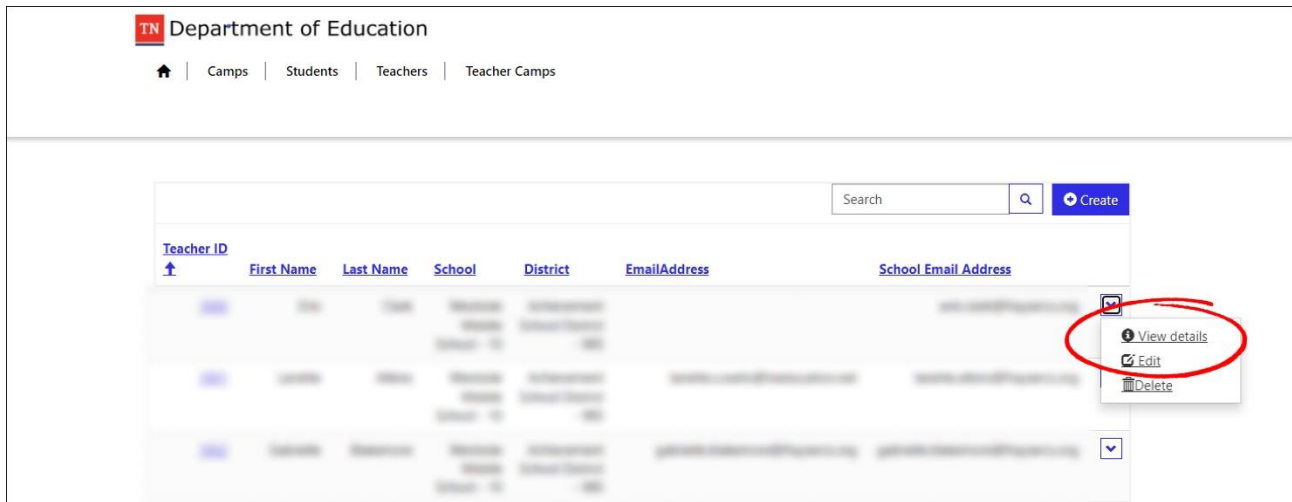
3. To create a new Teacher, select the "Create" button next to the search bar.

4. On the Create screen, enter the required information:

- The Teacher ID must be the Teacher License Number (TLN). If the instructor is not a licensed teacher, please enter the instructor's legal last name in the Teacher ID field.

- First Name/Last Name - This should match the Legal First Name and Last Name found in EIS/SIS package.
- The email address should match the tneducation.net email of the teacher. If unavailable, request SSO access to obtain a tneducation.net email address.
- School – Select the school where the instructor is teaching summer programming.

Teacher Camp Assignment/Management

Once all teachers and camp cohorts have been created, districts can assign staff to the camp cohort(s) they will be teaching. Because a teacher may be teaching more than one camp cohort, or a camp cohort can have more than one teacher, this will allow districts to ensure all teachers are able to view all their students.

1. To manage teacher and camp assignments, select "Teacher Camps" from the top of the page.
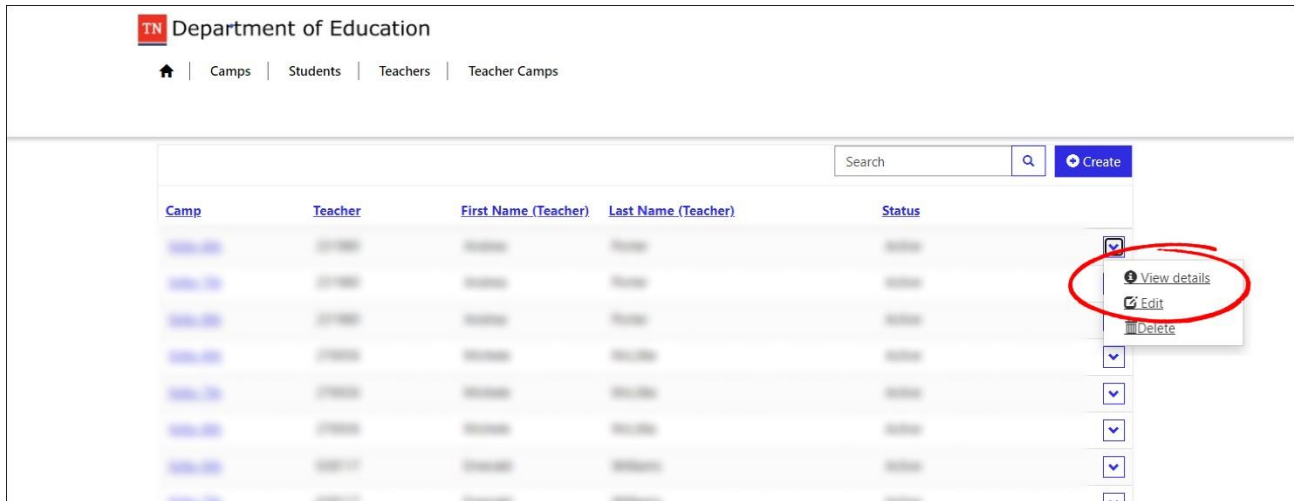
2. Click the "Teacher Camp" link to see teacher camp details. Select the drop-down at the end of the row to access edit/delete function.

3. To create a new Teacher Camp relationship, select the "Create" button next to the search bar.
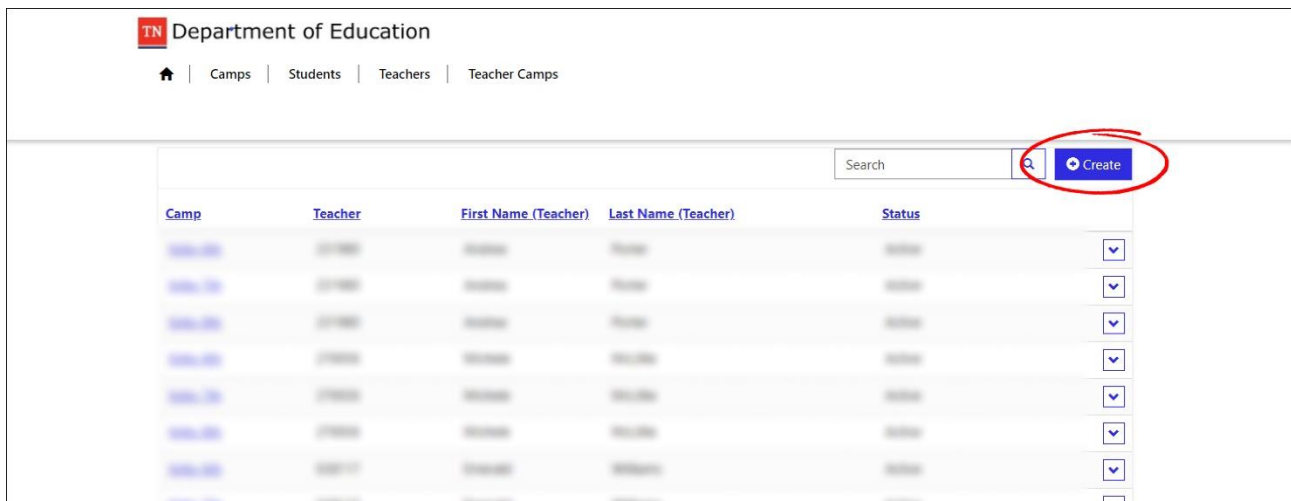
4. On the Create screen, enter the required information:
- Select the camp cohort to which to assign the teacher.
- Select the teacher who should be assigned to the camp cohort.
- Select the Subject Taught (not pictured)

Definitions:

- **Student:** The child enrolled or to be enrolled in a specified camp.
- **Cohort:** A group of students and related teachers participating in a camp together. The department recommends creating cohort names for each camp that can be tied to both students enrolled in the camp and all teachers teaching the camp.
- **Camps:** The class, specified with a specified beginning and end date, where attendance will be tracked for students. The grade level of a camp will also inform what assessment a student can access for posttests.
- **Camp Name:** A unique name which identifies the camp cohort in the SPEAR platform. The recommended format is [cohort name]_[district_id]_[first 3 letters of school name] - For example, Dolphin_986_EDU.
- **Teacher:** A person hired to teach a Camp. A teacher is not required to be a licensed teacher. It may be a staff member without Teacher License Number Credentials or TLN – in which case, a unique ID is generated for them during the bulk import process. Staff without a TLN may request Orion access via the SSO request tracker.
- **Assignment:** A record of participation in the camp, for students and teachers. During summer programming bulk enrollment, students are assigned to a maximum of two camps, whereas teachers may be assigned to many camps.
- **Subjects Taught:** For all teacher assignments, the subject taught by that teacher is selected and stored in SPEAR. Subjects taught may be selected as ELA, Math, ELA and Math, or None.