

Shared Instruction

Programming for Shared Instruction (Using ATS and STARS)

In order for students enrolled in one school to be programmed into classes at another school, they must first be set up in shared instruction. This page will review the steps for:

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2. Programming students into classes at the shared school (school providing instruction) in STARS
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Setting up shared instruction in ATS

Shared instruction describes a collaborative, temporary programming setup during which a student enrolled in one school receives instruction through another school. During shared instruction, the instruction and/or services occur at a school other than the school where the student is enrolled.

There are two types of shared instruction:

- **Shared instruction for specific courses** (using [SHIN](#)): student enrolled in one school takes one or more individual course(s) at another school. The steps for setting up this type of shared instruction are outlined below. This type of shared instruction includes [District 75 inclusion programs](#) and any other scenario in which students are participating in coursework and/or programs offered at another school, such as Advanced Placement courses and career and technical education courses.
- **Shared instruction through an interim program** (using [SIGS](#)): student receives all instruction from an interim, non-diploma granting program (such as home instruction, hospital instruction, or an alternate learning center).

The purpose of shared instruction is to support the staff responsible for ensuring continuity of instruction so students remain on track to meet all academic requirements, and to ensure the student maintains a strong connection to the school in which he/she remains enrolled. This page describes only the first process.

Follow the steps below to set up shared instruction in ATS and program students in STARS. Completing these steps ensures that students have complete programs in STARS and allows teachers to enter grades where appropriate.

Steps to setting up shared instruction in ATS

To initiate shared instruction:

The shared (second) school must set up ATS official classes dedicated to Shared Instruction. This is done by adding the ATS Grade Code of 999 using the Class Modification ([CMOD](#)) function.

- Verify the ATS grade code 999 exist on the school specific Grade Code Table (TBLD 110). If the grade code does not exist, the school can request a grade code through the [RQSA – Request Grade Code \(GRC\)](#) option.
- Once the grade code is created, within the ATS [CMOD](#) function, create an official class (any three alpha-numeric code) and enter '999' as the ATS grade code.
- If needed, use the Class Description on [CMOD](#) to identify the OC will be used for D75 Shared Instruction, this will appear on the ATS Official Class List ([RACL](#)) report. Multiple official classes can be set up as needed.

To enroll students in shared instruction:

Use [SHIN](#) to admit shared instruction students. Once students are successfully associated as shared instruction, they will be available in STARS for scheduling.

- From the ATS BIOS menu, type in the student ID and the [SHIN](#) option (#15).
- On SHIN, use the [Shared Instruction Admit \(SIAD\)](#) function to assign a start date and the Shared Instruction Official class.
- The SHIN menu is also where [Official Class Transfers \(SICL\)](#) can be made and [Shared Instruction Discharge \(SID\)](#) ended for a student.

To generate reports of students on shared instruction: Use [Shared Instruction Report - RSHI](#) to generate a list of students from other schools taking shared instruction classes at your school, or to generate a list of students from your school taking shared instruction classes in another school.

Programming students into classes at the shared school (school providing instruction) in STARS

Setting up shared instruction for specific courses in STARS:

Students should have their entire academic experiences programmed in STARS for grade reporting and communication to parents and teachers in [NY CSA](#) and [Student Profile](#). Students on shared instruction will appear in STARS for programming with a grade level of 'ST'. Students will appear in STARS Admin the same day as the enrollment for the current term. Students will appear in STARS Classroom the following school day. STARS will use the student's home school grade level to make programming decisions based on grade level for elementary school students.

Elementary Schools (Grades K-6) - STARS Classroom

How to program:

- Use the [STARS Classroom Individual Student Programming](#) function to program students for the subject areas in which they are receiving instruction. Identify the subject, teacher (of the school providing instruction) and start and end date of the instruction in addition to any specific subject property. Students will appear on the teacher's roster overnight.
 - Schools cannot program shared instruction students using STARS Classroom Official Class Programming.
 - Students in elementary school grade levels and bridge 5/6 classes should be programmed in STARS Classroom using the Elementary School Programming functionality.

Middle and High Schools (Grades 6-12) - STARS Admin

How to program:

- Students in middle and high school grade levels 6-12 must be scheduled primarily in STARS Admin for their courses.
- Shared instruction students may be programmed before or after the finalization of the term's school schedule using any of the STARS Admin programming functions. If programming students into specific classes (course-sections) after finalization, ensure the student's effective dates are defined correctly.
- Teachers co-teaching classes with shared instruction students enrolled must be defined on [STARS Admin Section Properties](#). Teachers must be matched on [STARS Admin Teacher Reference](#).
 - Classes (course-sections) needing specific properties defined for the enrolled shared instruction students should also be defined on STARS Admin Section Properties. Note: Students on shared instruction will not display on ATS Period Attendance.

Programming students for Push-In/Pull-Out Instruction in STARS

- If teachers not staffed at the shared instruction school are providing instruction for push-in and/or pull-out services, the shared instruction school (ex. Community school) should add the teacher in [myGalaxy](#) using "Person Not On Budget".
- To create Push-In/Pull-Out Instruction records, use [STARS Classroom Push-In/Pull-Out Instruction](#). This may include SETSS and ENL services delivered through push-in or pull-out model. Ensure that subject properties for the student's program accurately reflect the instruction and/or services being delivered.
- See [SE SIS/STARS Program Services](#) and [English Language Learners](#) for guidance on programming special education and ELL services, respectively.

Additional Information

How to view a student's entire instructional program:

A STARS student program will only display the classes the student is assigned to for the shared instruction DBN. To see all classes the student is programmed for in STARS, teachers and school administrations can use the [Schedule view in Student Profile](#).

How to assign report card grades:

- Students will appear for the teacher in STARS Classroom for grade entry assigned to their ATS shared instruction official class for both My Class Roster and Download/Upload Grades. Students will appear for administrators in [STARS Admin Manage Grades for STARS Classroom](#).

Entering marks for students on shared instruction if they are missing from a term in STARS (Middle School/High School only):

Students entered in ATS after the end of a school's term on Shared Instruction may not appear as enrolled for the previous term. If the student received course credit within the term they cannot be scheduled for, the school can complete a STARS Admin Transcript Update. When completing the transcript update, it should indicate that the credit added is for 'Transfer Credit' and write in the description of the reason for the update.

Attendance:

Students on shared instruction will not appear on daily attendance, though students in grades 6-12 will appear on period attendance for scheduled course sections where period attendance is turned on. The shared instruction school should communicate with the student's home school to capture daily attendance and should work with the student's home school to complete daily attendance when necessary in ATS.