

# Programs (Program Participation)

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## Tool Search: Programs

The Programs tool lists the programs in which the student is involved. This only includes [Programs](#) created in the [Program Admin](#) toolset, and does not include [Flags](#) assigned to the student (which are assigned on the student's [Flags](#) tool).

A student can only be assigned to Program Sessions that are active within the date range of the currently selected calendar (in the Campus toolbar). These are Program Sessions that have a Start Date on or before the Start Date of the selected calendar, and/or Program Sessions that have an End Date that is bank (null), within, or after the End Date of the selected calendar.

The screenshot shows the 'Programs' tool interface for a student named Dylan. The top navigation bar includes the Infinite Campus logo, a search bar, the school name '19-20 Harrison High', and user icons. The main header displays 'Programs' with a star icon, 'Student, Dylan', and 'Grade: 11 #1111 DOB: 09/15/02'. Below the header are action buttons for Save, Delete, New, and Print. The main content area is divided into three sections: 'Program Participation Editor' with a table, 'Program Participation Detail' with form fields, and 'Summary' with key-value pairs.

Program	Session	Start Date	End Date	Status
After School Group 11	n/a	12/02/2019		

**Program Participation Detail**

\*Program: After School Group 11

\*Start Date: 12/02/2019

End Date: [ ]

Eligibility Start Date: [ ]

Eligibility End Date: [ ]

Participation Details: [ ]

Description: [ ]

Exit Reason: [ ]

**Summary**

**Program Information**

Program Name: After School Group 11

Program Code: [ ]

Description: [ ]

Program Category: [ ]

State Reported: No

*Student Program Assignment*

[Student Programs](#) are created in the [Program Admin](#) toolset.

There are several areas in Campus that deal with Programs. This Program Participation tool is used for tracking a student's participation in school clubs, intramural sports, community education participation, etc. See the following areas for other program areas.

- [Flags and Student Flags](#)
- [Graduation Programs and Student Graduation Programs](#)
- [Career Technical Education Programs and Student CTE Programs](#)

## Program Participation Detail Editor

Field	Description
<b>Program</b> <i>Required</i>	Indicates the name of the program being assigned to the student. These programs are created in the <a href="#">Programs</a> tool. Active programs and inactive programs are available for selection (inactive programs display in gray text). More than one program can be assigned to a student at one time (unlike <a href="#">Graduation Programs</a> ).
<b>Program Session</b> <i>Required</i>	Indicates the session of the program to which the student is assigned. This field only displays when the selected Program contains a <a href="#">Program Session</a> . Sessions provide a date range of participation (like an after school sports program for the fall or a community education program).
<b>Start Date</b> <i>Required</i>	Indicates the date the student was first involved in the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.
<b>End Date</b>	Indicates the date the student stopped participation in the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.
<b>Eligibility Start Date</b>	Indicates the date the student was eligible for the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.

Field	Description
<b>Eligibility End Date</b>	Indicates the date the student was no longer eligible for the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.
<b>Participation Details</b>	Provides information on the student's involvement in the program.
<b>Description</b>	Provides further information on the student's involvement in the program.
<b>Exit Reason</b>	Indicates the reason the student stopped participation in the program.  Options for this field need to be created in the <a href="#">Attribute/Dictionary</a> (ProgramParticipation > Exit Reason).
<b>Status</b>	Indicates the student's status in the program. This field only displays when the selected Program contains a Program Session.  Options for this field need to be created in the <a href="#">Attribute/Dictionary</a> (ProgramParticipation > Status).

## Program Participation Summary

The Summary section of the Editor is a read-only view of the selected program. It lists the program, any associated sessions, the assigned program category, staff leading the program session and participation dates. Information displays as soon as a Program is selected, and updates as more information is selected.

All of these fields are populated when the Program and the Program Session are created.

**Program Participation Detail**

\***Program**  
After School Group 11 (SME)

\***Program Session**  
After School Group 1 (SME)

\***Start Date**  **End Date**  **Eligibility Start Date**  **Eligibility End Date**

Participation Details

Description

Exit Reason  Status

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**Summary**

**Program Information**

Program Name:	After School Group 11 (SME)	Program Category:	
Program Code:		State Reported:	No
Description:			

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**Program Session Information**

Occurrence:	After school (A)	Hosted by:	School (S)
Frequency:	Daily (DA)	Partnering Agency:	Boy Scouts (BS)
Location:	Home School (HS)	Program Manager:	Administrator, System
Instructor:	Administrator, System	Max Participants:	10
Start Date:	12/04/2017		
End Date:			
Comments:	After School Friendship Program		

*Student Program Participation - Summary Details*

Program Sessions include a Max Participant field, indicating the number of participant that session can have. This is not an enforced value, but rather a recommendation. When a student is added to a program session that meets this entered value, a pop-up message displays indicating such. The student can still be added to the session, but know that enrollment has exceeded this recommended value.

## Assign Student to a Program

Follow these procedures for adding a program to one student. Use the [Batch Assignment Tool](#) to assign multiple students to the same program.

1. Click the **New** icon. A **Program Participation Detail** editor displays.
2. Select the appropriate **Program** from the dropdown list.
3. If applicable, select a **Program Session** from the dropdown list.
4. Enter the **Start Date**.
5. Enter information on the **Participation Details** and the Description of the program.
6. Click the **Save** icon when finished.

The student's start date in a program session must be on or after the program session start date. The student's end date must be on or before the program session end date.

For example, a program session has a start date of October 1 and an end date of November 25. The student must be assigned start and end dates for that program session within those dates. A start date for the student in the program session of September 30 cannot be entered, nor can an end date of December 1.

The same date logic applies to the Eligibility Start and End Dates.

## Edit and Delete Student Program Assignments

To modify details of the student's assigned program, select the Program from the Program Participation Editor and make the necessary changes. If a program start date was entered incorrectly, editing the program assignment is fine. When a student has participated for even one day but has decided to no longer continue, edit the program and enter appropriate end dates.

If the assigned program was incorrect, it is best to delete the program (click the **Delete** icon) and assign the correct program. This completely removes any record of the student being involved in the Program.

## Print Student Program Assignments

The Print icon generates a Programs Participation Detail Report (in PDF format) that lists the programs assigned to the student. Active programs and active programs with sessions display first, then inactive programs and inactive programs with sessions. Programs that have a future end date are considered active (until the date has passed).

### Programs Participation Detail Report

Name: Isabel Student Grade: 10

#### Active Programs

<b>Program Name:</b> National Honors Society	<b>Program Category:</b> Not Applicable
<b>Start Date:</b> 09/01/2015	<b>Exit Reason:</b> Not Applicable
<b>End Date:</b>	<b>Participation Description:</b> Not Applicable
<b>Eligibility Start Date:</b>	
<b>Eligibility End Date:</b>	
<b>Participation Details:</b> Not Applicable	
<b>Program Description:</b> Not Applicable	

#### Active Programs with Sessions

<b>Program Name:</b> AM Tutoring	<b>Program Category:</b> Before School
<b>Program Session Name:</b> Math Tutoring	<b>Location:</b> Room 225A
<b>Start Date:</b> 04/27/2016	<b>Instructor:</b> Michelle Staff
<b>End Date:</b>	<b>Partnering Agency:</b> Not Applicable
<b>Eligibility Start Date:</b>	<b>Program Manager:</b> Not Applicable
<b>Eligibility End Date:</b>	<b>Comments:</b> Math Tutoring includes one on one problem solving for all math courses (pre-algebra, algebra, trig, calc, etc.).
<b>Participation Details:</b> assistance with Algebra II	<b>Status:</b> Not Applicable
<b>Exit Reason:</b> Not Applicable	<b>Participation Description:</b> Not Applicable
<b>Program Description:</b> AM Tutoring Program	

#### Inactive Programs with Sessions

<b>Program Name:</b> Intramural	<b>Program Category:</b> Not Applicable
<b>Program Session Name:</b> PM Girls	<b>Location:</b>
<b>Start Date:</b> 04/01/2016	<b>Instructor:</b> Not Applicable
<b>End Date:</b> 04/27/2016	<b>Partnering Agency:</b> Not Applicable
<b>Eligibility Start Date:</b>	<b>Program Manager:</b> Not Applicable
<b>Eligibility End Date:</b>	<b>Comments:</b> Not Applicable
<b>Participation Details:</b> Not Applicable	<b>Status:</b> Not Applicable
<b>Exit Reason:</b> Success	<b>Participation Description:</b> Not Applicable
<b>Program Description:</b> Not Applicable	

*Programs Participation Detail Report*