



# CLASS SIZE EXPECTATIONS AND GUIDELINES

*School Operations/ Information  
Technology Services*

# **TABLE OF CONTENTS**

## **Part I: Class Size Reduction**

- Introduction
- Role and Responsibilities
- Class Size Timeline
- Class Size Calendar
- Guidelines for Assignment of Staff
- Class Size Reduction Guiding Principles
- Class Size Reduction Checklist
- Monitoring Class Size
- Data Verification Review Process

## **Part II: Technical Assistance**

- Transmission of Data
- Class Size Verification Reports
- FISH/ISIS Room Display/Update Screen
- Special Room Configurations
- Additional Secondary Requirements
- Class Size Conflicts
- Whom to Contact for Assistance

## **Part III: Appendix A – Florida Constitutional Class Size Amendment Directive**

## **Part IV: Appendix B – Frequently Asked Questions**

- Class Size Reduction Amendment FAQ
- Technical Assistance FAQ

# CLASS SIZE REDUCTION

## INTRODUCTION

In 2002, citizens approved an amendment to the Florida Constitution that set limits on the number of students in core classes (Math, English, Science, etc.) in the state's public schools.

In 2003, the Florida Legislature enacted 1003.33, Florida Statutes, which codified the amendment by requiring the number of students in each classroom to be reduced by at least two students per year beginning in the 2003-04 school year, until the maximum number of students per classroom did not exceed the requirements in law. Compliance with the amendment would be determined as follows:

- Year 2003 – 2006 at the district level
- Year 2006 – 2010 at the school level
- Year 2010 – 2011 and subsequent years at the classroom level

In 2009, the State Legislature extended the school level formula for an additional year to include the year 2009 -2010. However, beginning with the 2010-2011 school year, the maximum number of students in each core class would be:

- 18 students in prekindergarten through grade 3;
- 22 students in grades 4 through 8; and
- 25 students in grades 9 through 12.

In 2013 -2014 the state provided additional flexibility to the current law. The House passed HB7009 which added language that amended F.S. 1002.31, public school parental choice, which is the calculation for compliance with class size limits for a school or program that is a public school of choice is the average number of students at the school level.

This amendment to the Charter School Bill allowed for flexibility to Public Schools of Choice to comply at the school average for all public schools that are a school or program of choice.

Hence, class size compliance was measured and penalties assessed at the grade groups' class by class level for traditional K-12 schools during the 2013-2015 school year. In other words, the law permitted flexibility to meet grade group class size average and be penalized only at the school average for Schools of Choice, Magnet Schools, Specialized Centers, Alternative Education Centers, Controlled Enrollment Innovation Schools and Specialized Programs of Choice.

Districtwide Class Size Reduction compliance has been a priority since the inception of the voters' decision to assign students on a period-by-period basis in accordance to the law and we will continue to enforce the constitutional class size mandate.

The Constitutional Class Size limits remain at:

- Grade PK-3 each core course classroom assigned 18 students;
- Grades 4 – 8 each core course classroom assigned 22 students; and
- Grades 9-12 each core course classroom assigned 25 students.

To this end, School Operations in collaboration with Information Technology Services has prepared this guide to equip Principals with the tools and strategies necessary to ensure compliance with the Class Size Mandate.

As we approach this requirement, the District continues to strive to balance three objectives:

1. Comply with the Constitution with the resources available.
2. Maintain a robust educational program without compromising the integrity of the programs.
3. Support, as much as possible, discretion at the school site.

At the school level, Principals are **required** to comply with the class size mandate at the classroom level. **EVERY** effort shall be made to meet these requirements with the resources available.

Region and District support is provided to each school early in the year and throughout the year by reviewing master schedules, assessing school fiscal and certification needs, providing technical assistance, and providing a mechanism to monitor compliance via the class size portal.

Our systemic approach revolves around the following five strands:

1. A set of Class Size Reduction guiding principles; scheduling strategies; monitoring practices and staff utilization guidelines.
2. A list of core courses determined by the Florida State Legislature during the Spring 2015 legislative session, to include course recovery courses in 2014, and Language Arts courses during the spring 2015 legislative session. Principals are urged to pay careful attention to non-core course offerings and to offer extra-curricular courses in line with students' interest.
3. Utilize the resources available while complying with the contractual requirements and maintaining the integrity of programs in the process.
4. Blended Learning courses guided by student selection and parent approvals.
5. Monitor, Monitor, Monitor.

## ROLES AND RESPONSIBILITIES

**School Operations** – will prepare Class Size guidelines and data reports that will govern the implementation and monitoring of class size district wide. The staff will prepare weekly reports, develop one to one support meetings with principals and provide updates to the Region Superintendents and Directors on a weekly basis to support this effort. Additionally, School Operations in collaboration with the Office of Academic Transformation will support Principals through the process of developing Master Schedules to ensure a robust educational program. School Operation staff will make on-site visits and review the Florida Inventory of School House (FISH) file and Master Schedule to monitor, identify and address issues of space utilization at the schools on an as needed basis.

**Region Office** – will collaboratively work with the Principal, School Operations, ITS, Budget Office and OAT to monitor, identify and address academic, budgetary and facility issues that may compromise the ability for compliance with the class mandate. The region staff will make on-site visits and review the Florida Inventory of School House (FISH) file and Master Schedule to determine whether schedule adjustments or programmatic changes are necessary to meet the class size mandate, while maintaining the integrity of the programs.

**School Principal** – will utilize allocated resources to prepare schedules that encompass the students' educational needs, subjects of students' interest while upholding the class size

**Budget Office** – will work collaboratively with School Operations and Human Capital to resolve funding issues to further support the class size mandate.

**Federal & State Compliance Office** – will provide annual training on FTE reporting procedures as well as one-to-one training for new FTE Preparers and school site administrators. Advise school-site staff of FTE reporting timelines various online tools, explanation of reports that impact FTE (TBA, simulation, SPED, LEP), FTE staff will review individual school reports for FTE errors and contact school-site staff to correct the errors.

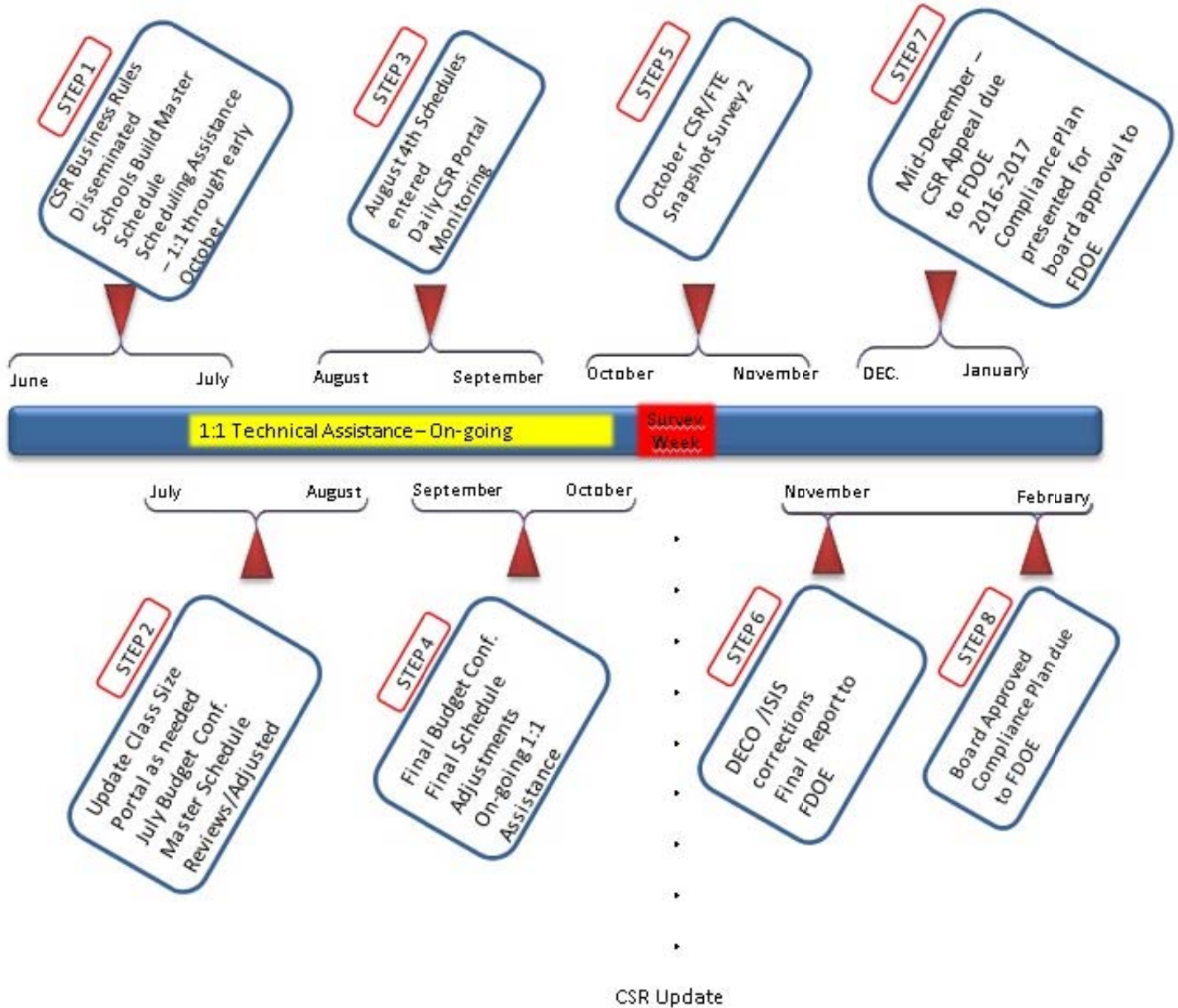
**Information Technology Systems (ITS)** - will enhance the class size portal to meet the needs of schools in order to provide accurate class size compliance data. Additionally, ITS will develop automated reports as necessary to further support schools with the process of monitoring class size. They will also monitor schedule changes for the district and those schedule changes unique to students.

**Office of Academic Transformation (OAT)** – will prepare the Student Progression Plan and Curriculum Bulletin and in collaboration with School Operations/Regions will review Master Schedules to ensure that core curriculum offerings align with the District's goal of academic excellence while observing State's class size mandate and ensure that non-core courses are implemented to maximize the students' fullest potential (i.e. Blended Learning; Dual Enrollment, etc).

**Office of Intergovernmental Affairs and Community Involvement** – will work collaboratively with School Operations to assist with further reducing class size by assisting schools with the programmatic use of funds that meet the requirements with Title IIA.

**Office of Human Capital Management (HCM)** – will assist schools and district offices with monitoring of teacher certification, out of field, and highly qualified. Regular reports provided to schools, as well as one to one consultations will assist with proper teacher assignments and corresponding certification requirements.

## CLASS SIZE TIMELINE



If you need additional CSR related information, you may contact Ms. Cynthia Gracia, Administrative Director, School Operations 305-995-1891.

For specific questions regarding content subject area, scheduling, teacher certification or FTE, please contact the following:

Office of State and Federal Compliance	Ms. Charlene Burks, Administrative Director or Ms. Martha Montaner, Administrative Director	305-883-5323
Office of Academic Transformation	Mrs. Maria de Armas, Assistant Superintendent	305-995 -4202
Office of Academic Transformation	Dr. David Moore, Assistant Superintendent	305-995-1405
Instructional Certification	Mrs. Arlene M. Diaz, Director	305-995-2775
Information Technology	Mrs. Annette Adams, Supervisor	305 995-3587

## CLASS SIZE CALENDAR

C  
A  
L  
E  
N  
D  
A  
R  
/  
T  
I  
M  
E  
L  
I  
N  
E

School Level	Month/Date	Action
	<b>April</b>	
K12	15	Future schools complete entry of feeder (future) students. Schools request Transmittal Lists ITS as input is completed.
Elementary	20	Identify Teacher Grade Placement for following school year
K12	24	ITS creates the Master Schedule
Elementary	27	Begin Entry of Future Student HR Sections (complete by May 11)
	<b>May</b>	
Elementary	4	Elem. Schools begin entering teacher Course Section information on the Course Record screen for 2015-2016 (ISIS Cycle 151/Aspen School Year 2016)
Secondary	4	Preliminary Master Schedule w/ Students for Budget Conference (ASPEN/ISIS Phase 3)
Elementary	11	Schools complete the entry of Future homeroom information (Apr 27 – May 11)
Elementary	15	Schools begin assigning Students' Academic Programs (This process may begin earlier if the Course Record (PF9) screen has been completed.)
K12	15	Fall File Preparation Survey due. Information used to prepare files for student schedules, data cards, and gradebook attendance collection.
	<b>June</b>	
K12	5	Deadline to FUTURE all students returning to M-DCPS for the new school year (Transportation)
Elementary	12	All students should be scheduled into an Academic Program. Academic Programs must be correct in ISIS for Gradebook and other instructional applications for the 2015-2016 school year.
	<b>July</b>	
K12	Mid July – August	Master Schedule/CSR Reviews with Schools <ul style="list-style-type: none"> <li>CSR Reviews will include the following data checks: <ul style="list-style-type: none"> <li>Classes running 5 students (or more) Under Compliance,</li> <li>Plus 10 students Over Compliance,</li> <li>AP/Dual Enrollment classes running &gt;30 students</li> <li>Non-CSR "Core" Courses running &gt; 30 students</li> <li>Non-CSR Courses &lt; 15</li> <li>Teacher Student Load Review</li> </ul> </li> </ul>
Secondary	27	Aspen – Schools begin running the Pre-Export Validation Report until the report is error-free.
K12	31	Begin processing Postal Notification of school year assignments
K12	Ongoing	Schedule window open for all schools, all students.
K12	Ongoing	School Budget, Staffing & CSR Compliance Review – Review each school's projected funding enrollment, scheduling staffing and class size compliance plans.
K12	Ongoing	CSR portal begins updating daily. Principals should review their CSR portal as changes are entered, to ensure accurate data.
	<b>August</b>	
K12	Ongoing	Principals should review their CSR Portal; Teacher Without a Workload; TBA Schedules; Teacher With Less than 5 Classes; daily as changes are entered, to ensure accurate data.



School Level	Month/Date	Action
K12	Ongoing	Review the CSR Portal and FISH report and verify that all FISH rooms have been accounted for. Also review the master schedule to ensure that all: <ol style="list-style-type: none"> <li>1. FISH Rooms are accounted for</li> <li>2. Rooms with student status are scheduled first according to the capacity</li> <li>3. Re-locatable rooms with student stations are scheduled next within capacity</li> <li>4. Rooms with no student stations, are assigned accordingly and appropriately equipped with student stations and lastly</li> <li>5. All rooms scheduled with the schedule type of "M" are sufficient size to meet State's guidelines for this scheduling type.</li> </ol>
Secondary	3	Post Card Audit (ITS & Transportation)
Secondary	5	Aspen Rollover: Schedule updates must be complete by 5:00 p.m. at which time school access will be disabled; ISIS/Aspen updates will be suspended until regular Aspen transaction processing resumes on 8/13/2015.
Secondary	6	Aspen – Middle and K8 Schools commit schedules at 8:00 AM
Secondary	7	Aspen – High Schools commit schedules at 8:00 AM
K12	7	ISIS will shut down for pre-rollover activities
K12	7	ISIS File Freeze for Mainframe Student Scheduling for school year 2015-2016 (Cycle 151)
K12	10	ISIS Rollover/DECO Survey 5 will begin on Monday, August 10 at 5:30 am and will be unavailable until August 13 <sup>th</sup> at 5:00 am
Secondary	10	Aspen – 7:30 am – Access to Aspen is restored for schools to work in School View (no daily transactions between ISIS and Aspen until ISIS Rollover is complete)
Secondary	13	Aspen-to-ISIS transactions (export of student and master schedule changes) restored
Secondary	14	ISIS-to-Aspen Refresh (import of new students or courses) is restored
K12	14	Aspen Schools begin updating of Inclusion Courses in ISIS. This process must be done after the Final Upload to ISIS.
K12	15	FTE Simulation Available
Secondary	19	Middle School schedules for 151 available to schools
Secondary	21	Senior High School schedules for 151 available to schools
K12	21	ALL Student Schedules Posted on Parent Portal
K12	24	School begins 2015-2016 (ISIS Cycle 151/Aspen School Year 2016)
<b>September</b>		
K12	4	Data Review Meeting & Follow up with Schools regarding Data Checks.
K12	23	School Surplus Process – Teachers Placement Completed.
K12	30	All classes should be balanced.
K12	30	District Data Review Reports generated.
K12	Ongoing	District Data Review Reports generated (TWOW; < 5 periods, etc.)
K12	Ongoing	Data Review Meeting & Follow up with Schools regarding Data Checks.
K12	Ongoing	School Operations Report of CSR Compliance Data
K12	Mid - September	CSR Data Verification <ul style="list-style-type: none"> <li>• Roster</li> </ul>



School Level	Month/Date	Action
		<ul style="list-style-type: none"> <li>Teacher/Classroom Visit</li> </ul>
K12	Mid-September – October	Master Schedule/CSR Reviews with Schools <ul style="list-style-type: none"> <li>CSR Reviews will include the following data checks:               <ul style="list-style-type: none"> <li>Classes running 5 students (or more) Under Compliance,</li> <li>Plus 10 students Over Compliance,</li> <li>AP/Dual Enrollment classes running &gt;30 students</li> <li>Non-CSR “Core” Courses running &gt; 30 students</li> <li>Non-CSR Courses &lt; 15</li> <li>Teacher Student Load Review</li> </ul> </li> </ul>
K12	Through October	SLT Review of CSR Compliance Data
	<b>October</b>	
K12	Daily/ Ongoing	Principals should review their CSR portal as changes are entered, to ensure accurate data.
K12	11	SLT Review of CSR Compliance Data
K12	12-16	FTE Survey 2 Week
K12	19-23 26-28	FTE Week for Survey 2 – Schools make changes as necessary in ISIS/DECO.
K12	Ongoing	District Data Review Reports generated.
K12	14	Data Verification & Roster Check Point #4 – Sample Select Schools & Teachers.
K12	16	Last day of FTE Survey 2 data entry – 4:00 p.m. Snapshot of DECO data taken First send of Survey 2 data to FDOE.
K12	21	District Data Review Reports generated.
K12	22	First send of corrections made in ISIS/DECO for Survey 2 to FDOE.
K12	23	First Transmission to the State
K12	28	District Data Review Reports generated.
K12	30	Second Transmission to the State
	<b>November</b>	
K12	Ongoing – November	CSR Data Review Meeting & Follow up with Schools 1:1 conferences
K12	6	Third Transmission to the State
K12	11	VAM Roster Verification Process finalized
K12	13	Fourth/Final Transmission to the State Attendance/FTE corrections will NOT be accepted after this date unless approved by the Region Superintendent.
K12	13	Review “Preliminary Final” Survey 2 Data from FDOE (pending availability of data).
K12	29	Data Verification & Roster Check Point #5 – Sample Select Schools & Teachers.
	<b>December</b>	
K12	December	Principals should be prepared to respond to requests for additional information regarding changes in the schedule. It is imperative that documentation regarding changes of teachers, rooms, and scheduling methods be kept so that if necessary, District Staff can get a copy of the backup to support a data error appeal.
	<b>January</b>	
K12	January	School Board Meeting for Approval of 2016-2017 CSR Compliance Plan.
K12	January	Submit School Board “Certified” 2015-16 CSR Compliance Plan to FDOE ( January School Board Meeting)

School Level	Month/Date	Action
K12	4	FTE Simulation available
K12	4	Schools – Class Size Reduction Portal Survey 3 Daily Review of Schedules Begins.
	<b>February</b>	
K12	1	CSR Appeals Response to FDOE (Tentative)
K12	8-12	FTE Week for Survey 3 – Schools make changes as necessary in ISIS/DECO. Schools are expected to maintain compliance from October Survey 2.
K12	8-12	Survey 3 Week
K12	12	Last day of FTE Survey 3 data entry – 4:00 p.m. Snapshot of DECO data taken. First send of Survey 3 data to FDOE.
K12	18	First send of corrections made in ISIS/DECO for Survey 3 to FDOE.
K12	25	Second send of corrections made in ISIS/DECO for Survey 3 to FDOE.
	<b>March</b>	
K12	3	Third send of corrections made in ISIS/DECO for Survey 3 to FDOE.
K12	9	VAM Roster Verification Process finalized
K12	10	Fourth/Final Transmission to the State. Attendance/FTE corrections will NOT be accepted after this date unless approved by the Region Superintendent.

## **GUIDELINES FOR ASSIGNMENT OF STAFF**

The District continues to respond to requirements regarding the state's constitutional amendment on class size and strives to utilize available educational dollars to support high quality educational initiatives. To this end, it is imperative that schools, regions and district staff work cooperatively to ensure, prior to the beginning of the school year that the most efficient utilization of instructional staff, resources and use of space is in place.

Funding sources come in two types of sources: general funding and/or federal funds. Instructional positions funded by general funds shall be utilized to assist in meeting class size reduction.

**Coaches** – Reading coaches funded through grant funds will not have classroom assignments. Reading coaches paid through general funds **may** be utilized to assist in meeting class size reduction.

- Reading coaches shall not be assigned to teach classes in addition to their coaching duties in Tier 2 and Tier 3 schools.
- Additional instructional coaches may teach a maximum of one period. Any instructional coach shall not be assigned to teach classes in addition to their coaching duties in Tier 2 and Tier 3 schools.

**Co-Teaching** – Two or more teachers assigned to a group of students and each teacher is responsible for all of the students during the entire class period. Each teacher is responsible for planning, delivering, and evaluating instruction for all students in a class. Both teachers become “Teacher of Record” and must be appropriately certified in the area of instruction.

- One of the teachers must have at least 3 year experience.
- Both teachers must be in-field.
- Classrooms utilizing Co-Teacher Models should be maximized (i.e. 18/36; 22/44; 25/50) as space permits

**Consultative Support (Support Facilitation)** – SPED teacher that provide services within a general education classroom for a part of the teacher's workday. This teacher does not appear on the students schedule and does not reflect on the class size portal.

## CLASS SIZE REDUCTION GUIDING PRINCIPLES

For the purpose of ensuring the class size mandate is adhered to, every school must have a schedule for each student enrolled, entered into ISIS by August 7, 2015.

- Principals will be held accountable for meeting this deadline.
- Master Schedule preliminary reviews are scheduled during July 6 – July 31, 2015.
- The rollover date is scheduled for the weekend of August 10, 2015.
- As of August 1, 2015, Principals must review daily the CSR portal by accessing <https://mdcpsportalapps2.dadeschools.net/WCLZ/Start>
- One to One Technical Assistance will be scheduled for each Principal to provide hands- on support with leveling, balancing and other efforts to comply with the class size mandate.
- Create schedules with “what” you have, not including grant funded positions (with the exception of grant funded positions)
- Meet daily to assess progress and set goals for targeted areas and sections.
- Review FISH Screen and identify rooms appropriate to accommodate Co-teaching.
- Classrooms utilizing Co-Teacher Models should be maximized (i.e. 18/36; 22/44; 25/50) as space permits. Co-Teachers are responsible for the planning, teaching and evaluation of students for all periods assigned and must be certified in the subject matter they are teaching.
- Prior to making schedule changes, run a simulation report to clearly identify the effect of potential impact to class size.
- Schedules should be created to minimize the movement of students, as much as, possible, after the beginning of the school year.
- For student’s enrolled **AFTER** October Survey 2 (date certain):
  - Florida State Statute allows that classes which contain students enrolled **AFTER** October Survey 2 be placed in existing core classes as long as classroom enrollment does not exceed:
    - 18 students in Prekindergarten through grade 3;
    - 22 students in grades 4 through 8; and
    - 25 students in grades 9 through 12.
- Develop process for assigning new students to classrooms. Administrator must review any student schedule which puts a class out of compliance.
- All core certified teachers are to be used in core course subjects in which they are properly certified to comply with Highly Qualified Teacher requirements.
- Teachers with multiple certifications should be scheduled to teach core courses for which they are certified, if the school is not meeting class size.
- Over scheduling in a particular classroom is not recommended, unless it is a “**HOMEROOM**” which **IS NOT** a core course.
- Principals are encouraged to have a backup plan for enrollment increase/decrease during Master Schedule/CSR Reviews that are to be implemented after “No Show” counts and after September Budget Conferences to reduce the number of student schedule changes at the commencement of the school year.
- Balancing of schedules should begin the day after Labor Day.

## CLASS SIZE REDUCTION GUIDING PRINCIPLES (CONTINUED)

Application of the following scheduling strategies is expected to continue for the duration of the semester or term.

- In other words, the classroom teacher(s) of record will remain on the student's course record until a "staffing" change takes place.
  - For example, a co-teaching situation may be in place during Survey 2; however, one member of the team may go on maternity leave. Document of the staffing/schedule change should be kept at the school level to show a clear audit trail.
  - It is expected that this form of record keeping will simplify the District's CSR appeal process and provide better data error identification/resolution processes, should it be warranted.
- TBA schedules will be **non-existent**. Each schedule must be accompanied by an approved employee number, including eligible substitutes.
- Teachers will be scheduled a full complement of courses (no less than 5 periods) and at the maximum of students allowed by grade group.
- Extra period supplements for teacher with less than 5 periods and/or under enrolled classes is discouraged.
- Minimize the number of singleton classes.
- Blended learning students will be scheduled according to the following parameters:
  - Schools are encouraged to utilize the Blended Learning Community virtual model during the school day. (*Use Facility 20 Code in PF9*)
  - Students who are reading at or above grade level (FCAT Reading score of 3 or above)
  - Students with good attendance history
  - Students who have access to a computer with internet access after school hours
  - Students who have access to a computer with internet access after hours
  - Students who are ESOL Level 3 & 4
  - Students with disabilities if the IEP supports participation
- Eliminate under enrolled electives. This will "squeeze out" basic teachers to utilize for class size reduction.
- Consolidate core course offerings in schools with academies where possible (may not be possible in grant funded situations)
  - e.g. Instead of offering 8 academy-specific course sequences for 10th grade English, offer broader, umbrella-type sequences for "colleges" such as Liberal Arts, Math/Science/Engineering and Industry
- When combining core and non-core classes together (Secondary) FDOE calculation will look at the largest number of students in the class to determine whether it is a core course or a non-core course.
  - For example, in a high school classroom of 27 students (2 over compliance) 25 students are coded Algebra I and 2 students coded Research; the State will calculate the course out of compliance with class size.
  - Research courses can be used, if implemented with fidelity, where a curriculum of research as noted in the district's course code directory is embedded with a paired course.
- When combining grade levels together (Elementary) FDOE calculation will look at the largest number of students in the grade level to determine compliance.
- For example, in a 3<sup>rd</sup> Grade Language Arts classroom of 22 students (4 students over) 18 students are coded 3<sup>rd</sup> grade LA and 4 students are coded 4<sup>th</sup> grade LA; the State will calculate the course in the specific classroom out of compliance in 3<sup>rd</sup> grade.
- All Advanced Placement (AP) Classes running at 30 students and greater will be reviewed by Region/District personnel.

## CLASS SIZE REDUCTION GUIDING PRINCIPLES (CONTINUED)

- ✚ Principals should familiarize appropriate staff (Assistant Principals, Master Schedulers/Data Input Specialist, etc.) with the Class Size Portal and how to utilize it to assist with monitoring throughout the year.
- ✚ Principals should review the class size portal on a daily basis and note discrepancies to address errors or over class size matters expeditiously.
- ✚ Schedule change restrictions should be in place for a period of time before and during October FTE Survey week. Any changes should be strictly limited and require an administrator or guidance counselor approval.
- ✚ Time should be designated for the administrative team or Principal's designees (Assistant Principal, Counselor, Master Scheduler/Data Input Specialist) to meet and review any changes that may need to be made to bring classes into compliance **BEFORE** October FTE week.
- ✚ Principals should run FTE simulation reports periodically to obtain the latest information pertaining to errors to ensure appropriate and accurate funding is captured. These reports should be requested at any time schedule changes are implemented.
- ✚ Principals should access available reports weekly to monitor:
  - TBA Schedules (should be non-existing). All schedules should have a teacher and employee number of record.
  - Teachers without a workload
  - Teachers with less than 5 periods
- ✚ **Coding Substitutes** – If a teacher is out on official leave and reported to the State as the teacher of record, the class will be identified as an error during FTE processing. A record may be kept of the substitute name and employee number and the corresponding teacher they are filling in for during FTE week. This information may assist the District if the need to appeal the class size final report to FLDOE arises.
- ✚ **ESE Scheduling** - Avoid scheduling one lone student to in an ESE class. The ESE teacher is required to have all of the specific certifications required for each of the student's documented disabilities. If the ESE teacher does not have the all of the appropriate certifications, the ESE teacher will be reported to the State as "Teacher out of Field." However, a regular ESE certification will suffice when multiple students of different exceptionalities are scheduled with an ESE teacher.
- ✚ **Review the FISH report** - Accurately identify FISH room numbers. Since DOE calculates class size based on FISH room numbers, it is important to demonstrate that all available classroom space is being utilized. Schools are to schedule core courses in rooms that are assigned student stations in the school's FISH screen. When creating schedules, make sure that the same room number is not entered for multiple classes that occur at the same time. Compare room assignments between class size portal, teacher roster and FISH report to ensure that the same classroom is not mistakenly assigned two different teachers. If two or more teachers are sharing the same FISH room space, (co-teaching or divided classroom) then code each master schedule record with the appropriate scheduling method "C" for co-teaching or scheduling method "M" for a divided or multi-use classroom.
- ✚ **Scheduling Coaches** - Unless regulated by the grant, grant funded or District allocated Reading Coaches will not be assigned to teach classes in addition to their coaching duties in Tier 2 or Tier 3 schools. All other Coaches are limited to one period in their certified core subject area.
- ✚ **Assigning Support Staff** – Support Staff (counselors, athletic directors, media specialists, etc.) with core subject certifications may be assigned up to two periods for the purpose of reducing class size. However, the assignments of Support Staff may not compromise the integrity of their program. Activities directors will NOT be utilized for reducing class size.
- ✚ **Class Size Portal** – Use the Class Size Portal to track the schools progress with meeting class size. The Class Size Portal can be accessed at <https://mdcpsportalapps2.dadeschools.net/WCLZ/Start>
- ✚ **For Class Size Assistance** – Please call 305-995-4258 or 305-995-1891.



## CLASS SIZE REDUCTION GUIDING PRINCIPLES: ELEMENTARY/K8/MIDDLE/SECONDARY SCHOOLS

### MONITOR EVERY CLASS AND EVERY GRADE LEVEL EVERYDAY USING THE CLASS SIZE PORTAL.

- Plan and prepare schedules utilizing February FTE enrollment for the subsequent school year and available assessment data.
  - Create schedules with “**what**” you have, not including grant funded positions
  - To facilitate Departmentalization - schedule by programs
  - Identify the number of positions currently purchased or allocated above and beyond basic allocations (i.e. grant funded, Title I, Title II, Title III, etc.) **DO NOT INCLUDE THESE POSITIONS IN THE PRELIMINARY MASTER SCHEDULES.**
  - Eliminate under enrolled electives. This will “squeeze out” basic teachers to utilize for class size reduction.
  - Prior to making schedule changes, run a simulation report to clearly identify the effect of potential impact to class size.
  - **DO NOT** create TBA schedules for unauthorized/obsolete positions. If an “OPEN” authorized position exists, a schedule may be created and assigned a SUBSTITUTE.
  - Keep track and make every effort not to move the same student more than once. Registrar/Data Input Specialist should corroborate with administration as to the placement of new students.
  - All core certified teachers are to be used in core course subject in which they are properly certified to comply with Highly Qualified Teacher requirements.
  - Teachers with multiple certifications should be scheduled to teach core courses for which they are certified, to further comply with class size.
  - Develop process for assigning new students to classrooms. Administrators must review any student schedule which puts a class out of compliance.
  - Principals are encouraged to have a backup plan for enrollment increase/decrease during Master Schedule/CSR Reviews that are to be implemented after “No Show” counts and after September Budget Conferences to reduce the number of student schedule changes at the commencement of the school year.
  - Calculate approximate number of Basic Teachers per grade level:
    - ✓ Upcoming Year FTE CASAS enrollment\_\_\_\_\_ (÷ by 18; 22; 25 respective of grade level)
- Identify anticipated **loss** of positions:
- ✓ Title I (as applicable)
  - ✓ Title II
  - ✓ Secondary Schools reduction in elective offerings \_\_\_\_\_ N/A \_\_\_\_\_
  - ✓ Coaches - RDG \_\_\_\_\_; Math \_\_\_\_\_; Science \_\_\_\_\_
  - ✓ Gifted \_\_\_\_\_
  - ✓ SPED \_\_\_\_\_
  - ✓ ESOL \_\_\_\_\_

## CLASS SIZE REDUCTION CHECKLIST: ELEMENTARY/K8/MIDDLE/SECONDARY SCHOOLS

- Identify the number of periods/classes over Constitutional Amendment –
  - ✓ PK3; 4-8 ; 9-12
  - ✓ Verify in the “Class Summary “screen that the correct FISH/ISIS room number, teacher and seats assigned in course/period/room is correctly entered
- ISIS/FISH Screen Update
  - ✓ Verify POD rooms have been coded with a “Y” on the FISH/ISIS Screen
  - ✓ Cross reference ISIS/FISH screen with Class Size Portal Classroom Summary Screen (ISIS/FISH Room Error Report Product #T2320E10-01)
  - ✓ Provide number of classrooms not utilized for class size compliance\_
- Work with Registrar/Data Input Specialist to corroborate as the students are scheduled.
  - ✓ Schedule classrooms/courses to the constitutional amendment (i.e. PreK-3 = 1:18, 4-8 = 22; 9-12 = 25)
  - ✓ Print and provide list of Position Control List by Program and Job Code
  - ✓ Schedule to current and purchased allocations
  - ✓ Verify that there are “NO” TBA’s scheduled for unallocated/obsolete positions
  - ✓ Provide list of under enrolled Elective Course Options (Secondary only) using the Aspen Course Tally Report
  - ✓ Verify consolidation of Core Courses within academies
  - ✓ Identify potential Co-Teachers (first teacher listed on PF9 must be in-field) the two teachers are flagged (during FTE week) to comply with the PD requirements
    - ✓ 1 with 3 years’ experience and 1 in-field certification
  - ✓ Assign Co-Teachers after “No Show” period (PF9 Screen)
  - ✓ Verify the number of teachers assigned as co-teachers (schedule vs portal info)
  - ✓ Verify the number of students with Co-teacher designation to be at maximum as appropriate for the facilities capacity
- Verify Class Master/List Seat (Product #T13040401)
  - ✓ Teachers/courses assigned to correct room (room corresponds with FISH/ISIS)
  - ✓ Seats assigned
  - ✓ Co-Teachers coded correctly (Courses with co-teachers are identified with a #2 in the TCH NUM Column)
- Identify students moved to different classroom after the initial assignment and make every effort to limit schedule changes for the student
- Teacher Certification/Usage
  - ✓ Verify all teachers’ certification including ancillary staff
  - ✓ Out of field (waiver approved and on file)
  - ✓ Print listing of certifications for all instructional staff  
(<http://osp.dadeschools.net/sip/default.asp>)
- Identify FLVS/Florida Education courses and students according to the following parameters:
  - ✓ Parent Notification
  - ✓ Students who are reading at or above grade level (FCAT Reading score of 3 or above)
  - ✓ Students with good attendance history
  - ✓ Students who have access to a computer with internet access after school hours
  - ✓ Students who are ESOL Level 3 & 4
  - ✓ Students with disabilities if the IEP supports participation
  - ✓ The FLVS course list can be found at this link:  
<http://www.flvs.net/areas/flvscourses/Pages/Course%20Catalog/CourseListing.aspx>.
  - ✓ The full Education course list can be found at this link: <http://1drv.ms/1rTGR2B>

## MONITORING CLASS SIZE

- Review portal data on a daily basis using the three different sorting criteria below:
  - a. **Sort Class Size Portal Data by Class Size from High to Low** (irrelevant of subject area). This process will quickly identify the sections over 25. Next, develop a tally of sections over by 1, over by 2, over by 3, etc. Begin reducing the sections that are over by 1 student first. This strategy will quickly reduce the number of sections over 25 and bring the total number down.
  - b. **Sort Class Size Portal Data by Course Number**. This will identify specific sections over 25 within a particular course. Determine if there is room for leveling among the existing sections. For those courses that cannot be leveled among the existing sections, consider using any of the following strategies: Blended Learning, Co-Teaching, an alternative placement such as honors vs. regular, and/or opening new sections.
  - c. **Blended Learning** – Every Blended Learning class must have a primary teacher assigned that has been issued the ACES employee number
  - d. **Co-Teaching** may be used by moving all students over the cap into a section and adding a 2<sup>nd</sup> teacher. The Co- teacher is responsible for planning, instructional time and grading the group of students for the **entire** instructional period. Co-teachers must be certified in the subject area they are assigned.
  - e. **Alternative placements** should also be considered when available (i.e. moving a student from honors to regular or regular to honors). Opening new sections should be left for last and used only if funding allows it.
  - f. ELLs **may not** be scheduled into multi-grade combined Language Arts through ESOL (grades 6-8) or English through ESOL (grades 9-12).
  - g. **Room Usage** – all classrooms should be reconciled with the FISH/ISIS Update Screen prior to scheduling to ensure that all classrooms have been identified and accounted for prior to scheduling.

Students should be assigned in accordance to capacity per room. Prior to assigning Co-teachers, review FISH Screen and identify rooms appropriate to accommodate a Co-teaching model. Classes should NOT be scheduled in “non-student” spaces, for example, hallways, Electrical Rooms, etc.

- Minimize the possibility of changes after the master schedule is built by ensuring that students are properly scheduled into the correct courses when the schedule is first built (a strong subject selection process is necessary).
- Ensure that the FISH numbers are accurate and reflect on the ISIS/FISH Room Display/Update screen
- FTE simulations may be run daily to assist in identifying and correcting FTE errors. Only Friday reports will be printed by ITS.

# DATA VERIFICATION REVIEW PROCESS

**Data Verification Roster Review Process** - Data verification will include:

1. The teacher will log on to his/her Employee Portal and click on the active link to view the class roster. Should the roster have an error, FM-7494, Roster Correction Form, is available as a link.
2. This Roster Correction Form must be downloaded, completed by the teacher; and submitted to [tchrroster@dadeschools.net](mailto:tchrroster@dadeschools.net) for processing. The principal will be contacted to review the request. If the principal confirms the requested change, the correction will be made.
3. Once the correction has been made, the class roster will be updated (nightly); the teacher will be able to see the correction within 24 hours and approve the roster.
4. A link (to the Federal and State Compliance Office at [tchrroster@dadeschools.net](mailto:tchrroster@dadeschools.net)) labeled "Any Questions" will support emails regarding questions about the rosters.
5. Teachers will be allowed to reset their roster acceptance. It is labeled in red as follows: "ACCEPTED ROSTER IN ERROR? CLICK TO RESET."
6. The relevant record is deleted from the roster table as accepted when the reset button is pressed so that the teachers may accept again.



# TECHNICAL ASSISTANCE

*School Operations/ Information  
Technology Services*

## TRANSMISSION OF DATA



The Florida Department of Education (FLDOE) has initiated a requirement for the transmission of class size data. The edit requires all rooms to be identified by a valid FISH number. Room numbers that **cannot** be matched will result in the loss of FTE for all students in that class. Using supporting baseline data, class size will be reported with the October and February FTE Surveys each year.

### Teacher Assignments

It is of extreme importance for class size reporting that as many **class-teacher groupings be reflected as are being offered in the school**. There may be rare situations during the beginning of the school year in which a full-time permanent teacher has yet to be hired. In these cases, the section that has been opened with a substitute teacher, the substitute's employee number should be entered on the master schedule. Please note that the use of a substitute's employee number

**will not jeopardize FTE funding for the class.**

### Florida Inventory of School Houses (FISH) Files

The data transmitted to the Florida Department of Education (FLDOE) is generated by matching the ISIS room numbers on the FISH/ISIS ROOM DISPLAY/UPDATE screen with the ISIS room numbers on the COURSE RECORD screen (PF9) for PK-12 schools. The room information that was entered for the previous school year has been retained. Information Technology Services (ITS) downloads the file of FISH room numbers weekly and will reflect new buildings and rooms as they are sent to the state from M-DCPS. Schools must verify and update the room information as necessary.

### Room Numbers

Schools should reference their FISH Inventory and FISH Drawing reports for matching the ISIS COURSE RECORD screen (PF9) room number with the FISH room number. For a copy of your FISH Inventory, contact Educational Facilities Administration at (305) 995-4683 or fax a request to (305) 995-4730.

***If the actual FISH room number is used on the COURSE RECORD screen (PF9) then the room numbers will be programmatically matched against the FISH/ISIS ROOM DISPLAY/UPDATE screen.***

***NOTE: The only FISH rooms that must have a corresponding ISIS room number are those used for instructional purposes and are reflected as such on the ISIS COURSE RECORD screen (PF9). FISH rooms that are not used for instructional purposes (i.e. custodial closet, bathrooms, offices, etc.) do not need a corresponding room number and can be left blank.***



## Leading Zeros or Blank Spaces in Room Numbers

The ISIS COURSE RECORD screen (PF9) allows the entry of leading zeros or blank spaces when the room number is not four digits long. The FISH/ISIS ROOM DISPLAY/UPDATE screen will not have the same leading zeros or blank spaces. ITS will drop all leading zeros and blank spaces when processing the files for transmission to the FLDOE. (Example: 0099 will convert to 99; \_099 will convert to 99; \_ or \_\_99 will convert to 99.) The ISIS COURSE RECORD screen (PF9) will **not** reflect that the zeros and blank spaces were dropped.

A245-THERE ARE MORE ROOMS TO BE DISPLAYED. PRESS ENTER TO CONTINUE  
IS36-2A-G6LH FISH/ISIS ROOM DISPLAY/UPDATE 04/08/11 09.59.06

SCHOOL: 1111 SAMPLE SCHOOL SURVEY: YEAR: 1112 PERIOD: 2

FISH NUMBER	POD	ROOM #	FISH NUMBER	ISIS
00116-A-00128-00001-013			00116-A-	
00116-A-00128-00001-015		15	00116-A-	
00116-A-00128-00001-016		16	00116-A-	
00116-A-00128-00001-017		17	00116-A-00128-00001-018	
00116-A-00128-00001-018A			00116-A-00128-00001-019	
00116-A-00128-00001-019A			00116-A-00128-00001-020	
00116-A-00128-00001-021			00116-A-00128-00001-024	
00116-A-00128-00001-025				
00116-A-00128-00001-027				
00116-A-00128-00001-028				
00116-A-00128-00001-029				
00116-A-00128-00001-031				
00116-A-00128-00001-033				
00116-A-00128-00001-102				
00116-A-00128-00001-104				

**No zeros on room numbers on the FISH/ ISIS ROOM DISPLAY/UPDATE screen.**

TEAM UPDATE ONLY = PF9 FTE INFO = PF14 CHNGS = PF15 ADDS = PF16  
AS09-25-G6LH C O U R S E R E C O R D 04/08/11 09.44.27  
SCHL 1111 CYCLE 101 CRS SEQ A01 ST A SUB CDE 100105001 TRM IND A CR 1 . 00  
BP ALT1 ALT2 SHRD SCHL GRD RESP ABRV TITLE M/JLA2Adv  
TITLE M/J Language Arts 2, Advanced  
FACILITY TYPE 00 COMPUTER LITERACY TEAM GRADE LAST UPDT: 08/05/10

PER	SC	S	ST	EN	ROOM	EMP-NO	TEACHER	TEAM	DAYS	MAX	ASSE	#I
01	A	01			0015	000001	S01 TEACHER 1		MTWRF	0000	0017	
02	A	02			0016	000002	S02 TEACHER 2		MTWRF	0000	0019	
					0017	000003	S03 TEACHER 3		MTWRF	0000	0017	

**Leading zeros on room numbers on the ISIS COURSE RECORD screen.**

It is recommended that schools use uniformity when entering room numbers. To avoid conflicts, the room format should be the same on the ISIS COURSE RECORD screen (PF9) and the FISH/ISIS ROOM DISPLAY/UPDATE screen. However, it is not mandatory and should be the choice of the school.

A245-THERE ARE MORE ROOMS TO BE DISPLAYED. PRESS ENTER TO CONTINUE  
IS36-2A-G6LH FISH/ISIS ROOM DISPLAY/UPDATE 03/10/11 11.11.35

SCHOOL: 0000 SAMPLE SCHOOL SURVEY: YEAR: 1112 PERIOD: 2

FISH NUMBER	POD	ROOM #	FISH NUMBER	ISIS
00077-A-00007-00007-702D		702D	00077-A-00007-00007-702E	702E
00077-A-00007-00007-702F			00077-A-00007-00007-702G	
00077-A-00007-00007-702J			00077-A-00007-00007-702K	
00077-A-00007-00007-702L			00077-A-00007-00007-702M	
00077-A-00007-00007-702N			00077-A-00007-00007-702P	
00077-A-00007-00007-702Q			00077-A-00007-00007-702R	
00077-A-00007-00007-711			00077-A-00007-00007-712	
00077-A-00007-00008-001A		001A		
00077-A-00007-00008-001C		001C		
00077-A-00007-00008-001E				
00077-A-00007-00008-001N				
00077-A-00007-00008-001Q				

**Same format room numbers**

FTE INFO = PF14 CHNGS = PF15 ADDS = PF16  
AS09-25-G6LH C O U R S E R E C O R D 03/28/11 11.12.03  
SCHL 0000 CYCLE 101 CRS SEQ A01 ST A SUB CDE 5010041BE TRM IND A  
GRD RESP C ABRV TITLE LangArter  
ESOL-Related  
TITLE Language Arts Elementary  
FACILITY TYPE COMPUTER LITERACY LAST UPDT: 09/14/10

PER	SC	S	ST	MIN	ROOM	EMP-NO	TEACHER	TEAM	DAYS	MAX	ASSE	#I
01	A	01		0150	001A	000001	KLO TEACHER 1		MTWRF	0000	0004	
02	A	01			001B	000002	KAP TEACHER 2		MTWRF	0000	0012	2
						000003	KAP TEACHER 3					

# CLASS SIZE VERIFICATION REPORTS

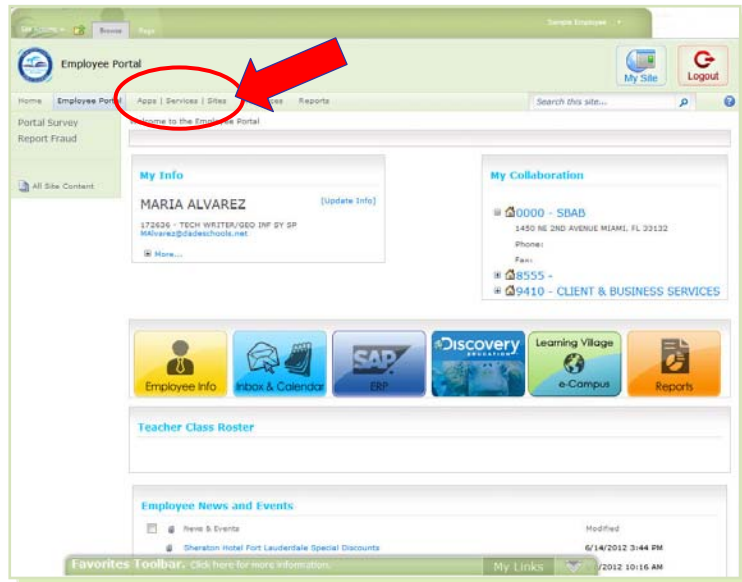
## Class Size Verification Reports

The *Class Size Verification Report* assists administrators in the verification of class size information. This report is updated nightly from ISIS or DECO. Site administrators should assign RACF authorization for Web Class Size (WCLZ) to designated staff members.

### Log in to the Employee Portal

To access the *Class Size Verification Report*, log in to the Employee Portal.

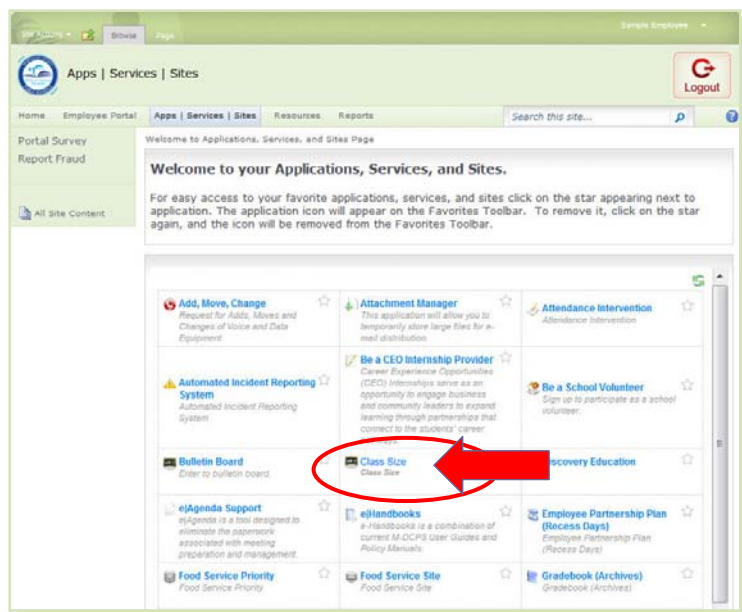
▼ Select    **Apps | Services | Sites**



The **Apps | Services | Sites** page will display.

▼ Select    **Class Size**

The **Class Size District School Summary** page will display.



# CLASS SIZE VERIFICATION REPORTS

## District School Summary

The **Class Size District School Summary** screen is a color-coded compliancy list of all schools. The selections at the top of the screen show links for viewing a list of Core Courses, Preferences, and e-Handbook (user guide).

The **Last updated** field designates the last date and time the Class Size data was updated. The **Data Source** field indicates the origin of the data, either ISIS or DECO. Path links are located below these selections to navigate users through the screens and back to the Intranet.

**NOTE: The Class Size information displayed on the screens in this user guide does not reflect actual school information.**

The screenshot shows the 'Class Size' interface for Miami-Dade County Public Schools. At the top, there are links for 'Core Courses', 'Preferences', and 'E-Handbook'. Below these, the 'District School Summary' is displayed for Survey 2, Survey Year 1213. The 'Last Updated' field shows 6/1/2012 12:45:30 PM, and the 'Data Source' is ISIS. A status bar indicates 'Compliant', 'Non-Compliant', and 'Over State Cap'. A 'Records Per Page' dropdown is set to 5, and a 'Download' button is present. The main table lists schools with columns for Region, School, School Name, Curr Year PK-3, PK-3 Over, Curr Year 4-8, 4-8 Over, Curr Year 9-12, 9-12 Over, and Co Teachers. The table is paginated, showing Page 1 of 12 items 1 to 5 of 60. Annotations with red arrows point to various elements: 'Date and time last updated.' points to the 'Last Updated' field; 'Preferences, Core Courses, and e-Handbooks links.' points to the top navigation links; 'Select # of lines to display per page. Default is 20.' points to the 'Records Per Page' dropdown; 'Click the number to go to that page.' points to the pagination numbers; 'Click on the column heading to sort by.' points to the '4-8 Over' column heading; and 'Click Download to generate an Excel list of the Summary page.' points to the 'Download' button.

	Region	School	School Name	Curr Year PK-3	PK-3 Over	Curr Year 4-8	4-8 Over	Curr Year 9-12	9-12 Over	Co Teachers
1	7	0070	CORAL REEF MONTESSORI ACAD CH	15.20	25	17.40				0
2	2	0092	NORMAN S. EDEL CUP/SUNNY ISLES	14.85						12
3	1	0111	MAYA ANGELOU ELEMENTARY	28.32	51	25.57	8			0
4	5	0125	NORMA BUTLER BOSSARD ELEM	23.15	76					11
5	5	0161	AVOCADO ELEMENTARY	13.57	58					0

To sort the summary by a column,

- ▼ **Click** on a column heading

To view additional pages,

- ▼ **Click** on desired page number

To view a room or student summary for a school,

- ▼ **Click** on the school location number

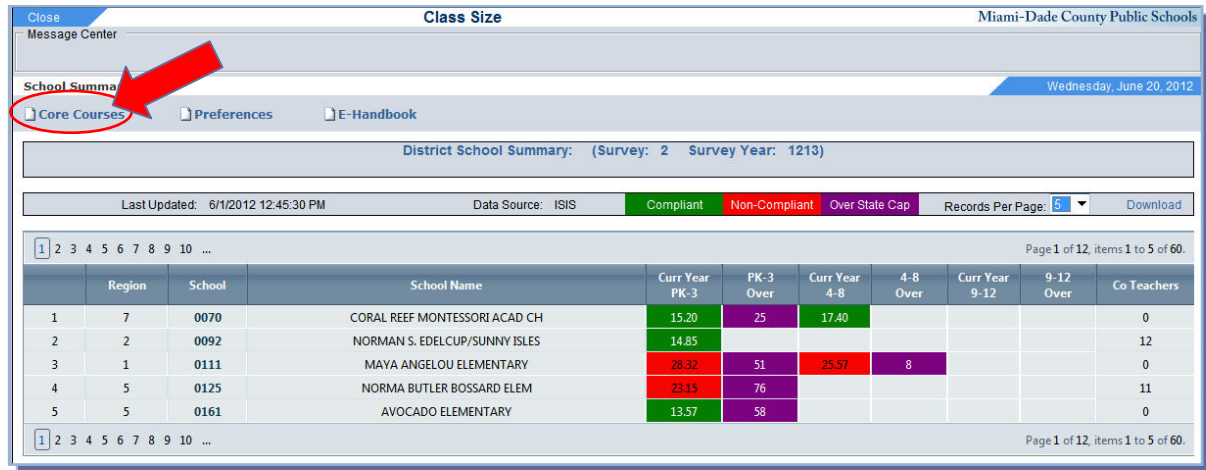
To change the number of records displayed on a page,

- ▼ **Click** on the **Records per page** drop-down menu
- ▼ **Select** the number of records per page
- ▼ **Data Source: ISIS** indicates that the changes must be made in ISIS.
- ▼ **Data Source: DECO** indicates that the changes must be made in DECO.

# CLASS SIZE VERIFICATION REPORTS

## Core Courses

A list of Core Courses can be viewed and downloaded onto an Excel format. From the School Summary page,



Close Message Center Miami-Dade County Public Schools

School Summary: Wednesday, June 20, 2012

**Core Courses** Preferences E-Handbook

District School Summary: (Survey: 2 Survey Year: 1213)

Last Updated: 6/1/2012 12:45:30 PM Data Source: ISIS Compliant Non-Compliant Over State Cap Records Per Page: 5 Download

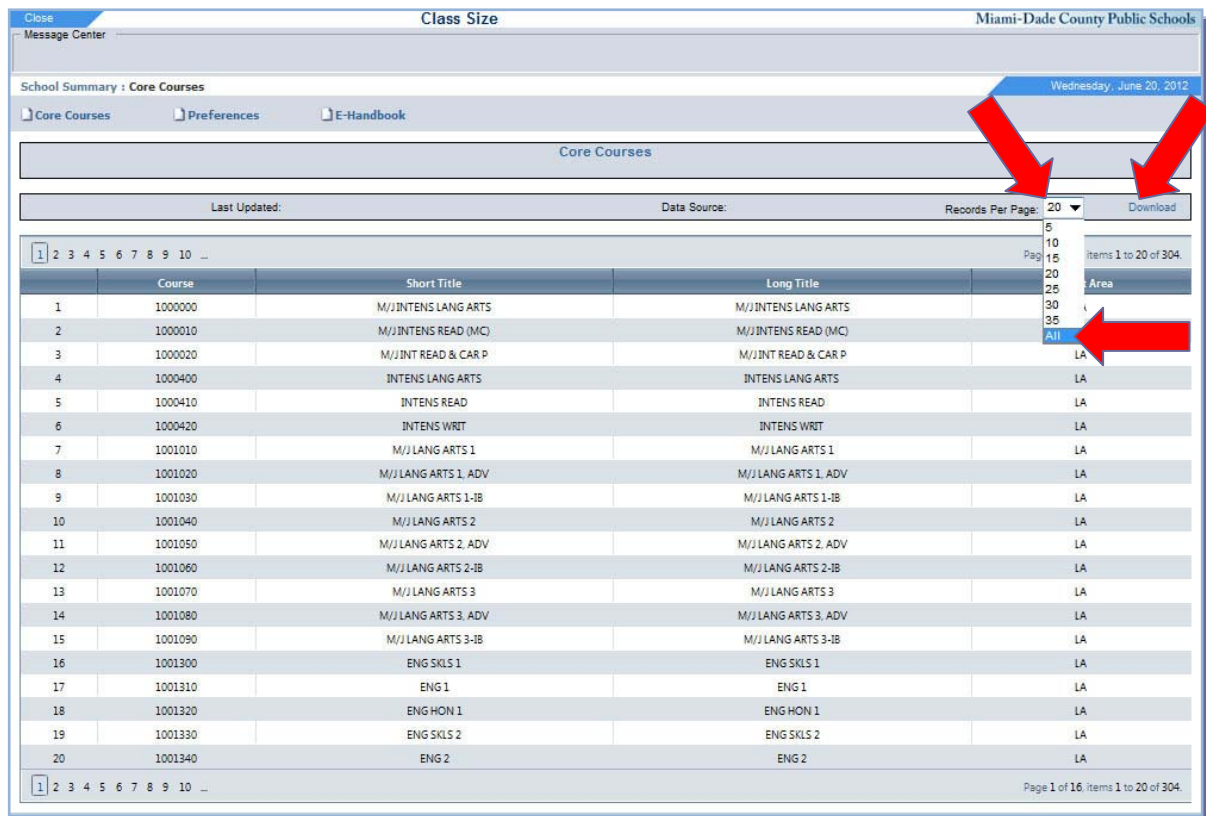
Page 1 of 12, items 1 to 5 of 60.

	Region	School	School Name	Curr Year PK-3	PK-3 Over	Curr Year 4-8	4-8 Over	Curr Year 9-12	9-12 Over	Co Teachers
1	7	0070	CORAL REEF MONTESSORI ACAD CH	15.20	25	17.40				0
2	2	0092	NORMAN S. EDEL CUP/SUNNY ISLES	14.85						12
3	1	0111	MAYA ANGELOU ELEMENTARY	28.32	51	25.57	8			0
4	5	0125	NORMA BUTLER BOSSARD ELEM	23.15	76					11
5	5	0161	AVOCADO ELEMENTARY	13.57	58					0

Page 1 of 12, items 1 to 5 of 60.

▼ Click **Core Courses**

The **Core Courses** page will display. To download the list to an Excel spreadsheet,



Close Message Center Miami-Dade County Public Schools

School Summary : Core Courses Wednesday, June 20, 2012

Core Courses Preferences E-Handbook

Core Courses

Last Updated: Data Source: Records Per Page: 20 Download

Page 1 of 16, items 1 to 20 of 304.

	Course	Short Title	Long Title	Area
1	1000000	M/J INTENS LANG ARTS	M/J INTENS LANG ARTS	LA
2	1000010	M/J INTENS READ (MC)	M/J INTENS READ (MC)	LA
3	1000020	M/J INT READ & CAR P	M/J INT READ & CAR P	LA
4	1000400	INTENS LANG ARTS	INTENS LANG ARTS	LA
5	1000410	INTENS READ	INTENS READ	LA
6	1000420	INTENS WRIT	INTENS WRIT	LA
7	1001010	M/J LANG ARTS 1	M/J LANG ARTS 1	LA
8	1001020	M/J LANG ARTS 1, ADV	M/J LANG ARTS 1, ADV	LA
9	1001030	M/J LANG ARTS 1-IB	M/J LANG ARTS 1-IB	LA
10	1001040	M/J LANG ARTS 2	M/J LANG ARTS 2	LA
11	1001050	M/J LANG ARTS 2, ADV	M/J LANG ARTS 2, ADV	LA
12	1001060	M/J LANG ARTS 2-IB	M/J LANG ARTS 2-IB	LA
13	1001070	M/J LANG ARTS 3	M/J LANG ARTS 3	LA
14	1001080	M/J LANG ARTS 3, ADV	M/J LANG ARTS 3, ADV	LA
15	1001090	M/J LANG ARTS 3-IB	M/J LANG ARTS 3-IB	LA
16	1001300	ENG SKLS 1	ENG SKLS 1	LA
17	1001310	ENG 1	ENG 1	LA
18	1001320	ENG HON 1	ENG HON 1	LA
19	1001330	ENG SKLS 2	ENG SKLS 2	LA
20	1001340	ENG 2	ENG 2	LA

Page 1 of 16, items 1 to 20 of 304.

- ▼ Click **Records Per Page** drop-down menu
- ▼ Select **All**
- ▼ Click **Download**

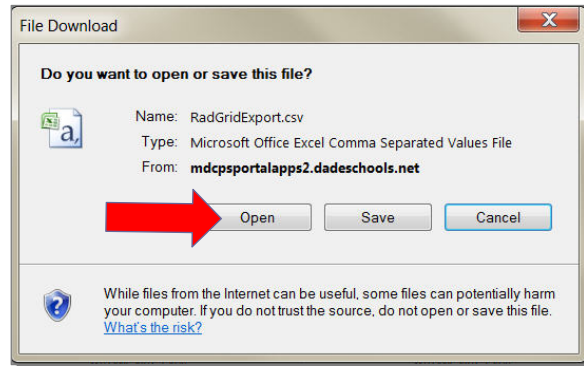
The **File Download** screen will display.



# CLASS SIZE VERIFICATION REPORTS

- ▼ Click **Open**

The **Core Courses** Excel report will open.



You can make adjustments to the columns, print it and save it.

A screenshot of the Microsoft Excel application window titled 'RadGridExport[2] - Microsoft Excel'. The ribbon shows 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Add-Ins', and 'Acrobat'. The 'Home' ribbon is active, showing 'Clipboard', 'Font', 'Alignment', and 'Number' groups. A red arrow points to the Office Button (the 'X' icon) in the top-left corner. The spreadsheet data is as follows:

	A	B	C	D	E	F
1		Course	Short Title	Long Title	Subject Area	
2	1	1000000	M/J INTENS LANG ARTS	M/J INTENS LANG ARTS	LA	
3	2	1000010	M/J INTENS READ (MC)	M/J INTENS READ (MC)	LA	
4	3	1000020	M/J INT READ & CAR P	M/J INT READ & CAR P	LA	
5	4	1000400	INTENS LANG ARTS	INTENS LANG ARTS	LA	
6	5	1000410	INTENS READ	INTENS READ	LA	
7	6	1000420	INTENS WRIT	INTENS WRIT	LA	
8	7	1001010	M/J LANG ARTS 1	M/J LANG ARTS 1	LA	
9	8	1001020	M/J LANG ARTS 1, ADV	M/J LANG ARTS 1, ADV	LA	
10	9	1001030	M/J LANG ARTS 1-IB	M/J LANG ARTS 1-IB	LA	
11	10	1001040	M/J LANG ARTS 2	M/J LANG ARTS 2	LA	
12	11	1001050	M/J LANG ARTS 2, ADV	M/J LANG ARTS 2, ADV	LA	
13	12	1001060	M/J LANG ARTS 2-IB	M/J LANG ARTS 2-IB	LA	
14	13	1001070	M/J LANG ARTS 3	M/J LANG ARTS 3	LA	
15	14	1001080	M/J LANG ARTS 3, ADV	M/J LANG ARTS 3, ADV	LA	
16	15	1001090	M/J LANG ARTS 3-IB	M/J LANG ARTS 3-IB	LA	
17	16	1001300	ENG SKLS 1	ENG SKLS 1	LA	
18	17	1001310	ENG 1	ENG 1	LA	
19	18	1001320	ENG HON 1	ENG HON 1	LA	
20	19	1001330	ENG SKLS 2	ENG SKLS 2	LA	
21	20	1001340	ENG 2	ENG 2	LA	
22						

To print the Excel report,

- ▼ Click **on the Office Button,**
- ▼ Select **Print**

To save the Excel report to your computer,

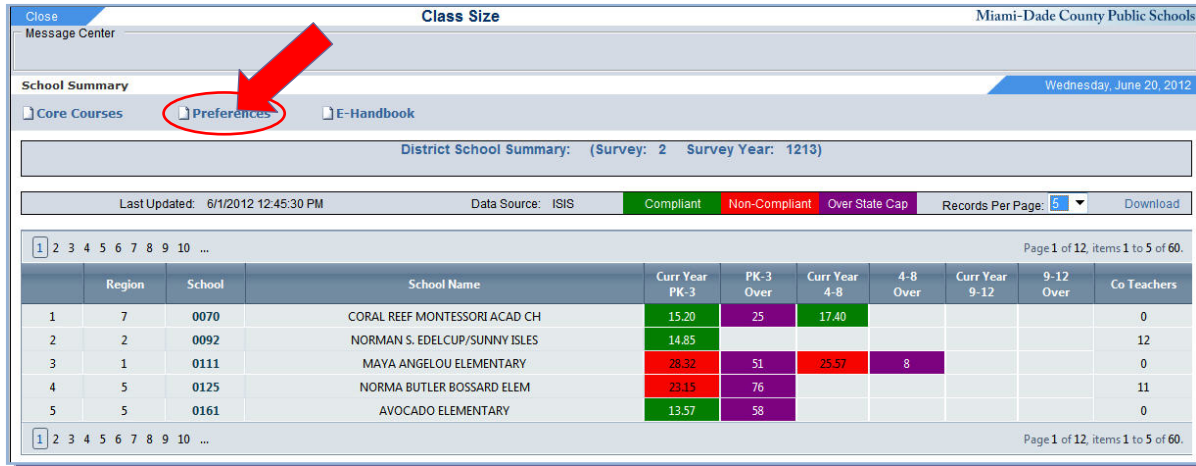
- ▼ Click **on the Office Button**
- ▼ Select **Save AS**

# CLASS SIZE VERIFICATION REPORTS

## Preferences

Users can select **Preferences** to customize viewing of Class Size District School Summary information page, based on individual school or Regional and District Office requirements. Displaying column information is based on the District's school, room, and student's information.

From the **School Summary** page,



Close Message Center Class Size Miami-Dade County Public Schools

School Summary Wednesday, June 20, 2012

Core Courses Preferences E-Handbook

District School Summary: (Survey: 2 Survey Year: 1213)

Last Updated: 6/1/2012 12:45:30 PM Data Source: ISIS Compliant Non-Compliant Over State Cap Records Per Page: 5 Download

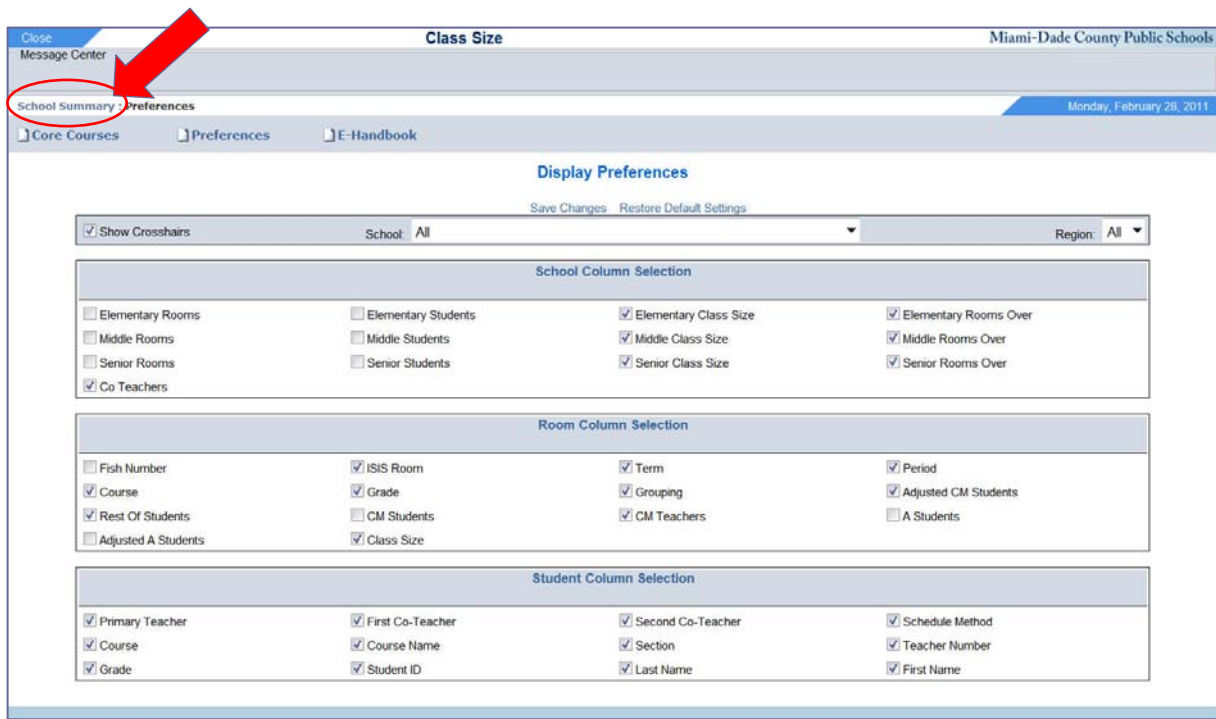
Page 1 of 12, items 1 to 5 of 60.

	Region	School	School Name	Curr Year PK-3	PK-3 Over	Curr Year 4-8	4-8 Over	Curr Year 9-12	9-12 Over	Co Teachers
1	7	0070	CORAL REEF MONTESSORI ACAD CH	15.20	25	17.40				0
2	2	0092	NORMAN S. EDEL CUP/SUNNY ISLES	14.85						12
3	1	0111	MAYA ANGELOU ELEMENTARY	28.32	51	25.57	8			0
4	5	0125	NORMA BUTLER BOSSARD ELEM	23.15	76					11
5	5	0161	AVOCADO ELEMENTARY	13.57	58					0

Page 1 of 12, items 1 to 5 of 60.

▼ Click **Preferences**

The **Display Preferences** page will display. The **Display Preferences** page is divided in three sections, **School Column Selection**, **Room Column Selection**, and **Student Column Selection**.



Close Message Center Class Size Miami-Dade County Public Schools

School Summary Preferences Monday, February 26, 2011

Core Courses Preferences E-Handbook

Display Preferences

Save Changes Restore Default Settings

☒ Show Crosshairs School: All Region: All

**School Column Selection**

<input type="checkbox"/> Elementary Rooms	<input type="checkbox"/> Elementary Students	<input checked="" type="checkbox"/> Elementary Class Size	<input checked="" type="checkbox"/> Elementary Rooms Over
<input type="checkbox"/> Middle Rooms	<input type="checkbox"/> Middle Students	<input checked="" type="checkbox"/> Middle Class Size	<input checked="" type="checkbox"/> Middle Rooms Over
<input type="checkbox"/> Senior Rooms	<input type="checkbox"/> Senior Students	<input checked="" type="checkbox"/> Senior Class Size	<input checked="" type="checkbox"/> Senior Rooms Over
<input checked="" type="checkbox"/> Co Teachers			

**Room Column Selection**

<input type="checkbox"/> Fish Number	<input checked="" type="checkbox"/> ISIS Room	<input checked="" type="checkbox"/> Term	<input checked="" type="checkbox"/> Period
<input checked="" type="checkbox"/> Course	<input checked="" type="checkbox"/> Grade	<input checked="" type="checkbox"/> Grouping	<input checked="" type="checkbox"/> Adjusted CM Students
<input checked="" type="checkbox"/> Rest Of Students	<input type="checkbox"/> CM Students	<input checked="" type="checkbox"/> CM Teachers	<input type="checkbox"/> A Students
<input type="checkbox"/> Adjusted A Students	<input checked="" type="checkbox"/> Class Size		

**Student Column Selection**

<input checked="" type="checkbox"/> Primary Teacher	<input checked="" type="checkbox"/> First Co-Teacher	<input checked="" type="checkbox"/> Second Co-Teacher	<input checked="" type="checkbox"/> Schedule Method
<input checked="" type="checkbox"/> Course	<input checked="" type="checkbox"/> Course Name	<input checked="" type="checkbox"/> Section	<input checked="" type="checkbox"/> Teacher Number
<input checked="" type="checkbox"/> Grade	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> First Name

▼ Click on **School Summary** to go back to the District School Summary page



Select/deselect preferences to customize the viewing of the **District School Summary** page.

- ▼ **Click** **School** and/or **Region** drop-down menu
- ▼ **Click** the boxes to add or delete the views by column
- ▼ **Click** **Save Changes**

- ▼ Click **Restore Default Settings**, next to Save Changes
- ▼ Click **School Summary**

Close

Class Size

Miami-Dade County Public Schools

Message Center

School Summary

Thursday, June 21, 2012

Core Courses

Preferences

E-Handbook

District School Summary: (Survey: 2 Survey Year: 1213)

Last Updated: 6/12/12 12:45:30 PM

Data Source: ISIS

Compliant

Non-Compliant

Over State Cap

Records Per Page: 5

Download

1 2 3 4 5 6 7 8 9 10 ...

Page 1 of 12, items 1 to 5 of 60.

	Region	School	School Name	Curr Year PK-3	PK-3 Over	Curr Year 4-8	4-8 Over	Curr Year 9-12	9-12 Over	Co Teachers
1	7	0070	CORAL REEF MONTESSORI ACAD CH	15.20	25	17.40				0
2	2	0092	NORMAN S. EDEL CUP/SUNNY ISLES	14.85						12
3	1	0111	MAYA ANGELOU ELEMENTARY	28.32	51	25.57	8			0
4	5	0125	NORMA BUTLER BOSSARD ELEM	23.15	76					11
5	5	0161	AVOCADO ELEMENTARY	13.57	58					0

1 2 3 4 5 6 7 8 9 10 ...

Page 1 of 12, items 1 to 5 of 60.

# CLASS SIZE VERIFICATION REPORTS

## Room Summary

The **Room Summary** page displays rooms, courses, and teacher information in a school.

To view the **Room Summary** page,

Close

Class Size

Miami-Dade County Public Schools

Message Center

School Summary

Thursday, June 21, 2012

Core Courses

Preferences

E-Handbook

District School Summary: (Survey: 2 Survey Year: 1213)

Last Updated: 6/1/2012 12:45:30 PM

Data Source: ISIS

Compliant

Non-Compliant

Over State Cap

Records Per Page: 5

Download

1

2

3

4

5

6

7

8

9

10

...

Page 1 of 12, items 1 to 5 of 60.

	Region	School	School Name	Curr Year PK-3	PK-3 Over	Curr Year 4-8	4-8 Over	Curr Year 9-12	9-12 Over	Co Teachers
1	7	0070	CORAL REEF MONTESSORI ACAD CH	15.20	25	17.40				0
2	2	0092	NORMAN S. EDEL CUP/SUNNY ISLES	14.85						12
3	1	0111	MAYA ANGELOU ELEMENTARY	28.32	51	25.57	8			0
4	5	0125	NORMA BUTLER BOSSARD ELEM	23.15	76					11
5	5	0161	AVOCADO ELEMENTARY	13.57	58					0

1

2

3

4

5

6

7

8

9

10

...

Page 1 of 12, items 1 to 5 of 60.

▼ Click on the school location number

The **Room Summary** page, for the school selected, will display. The **Room Summary** page shows Class Size compliancy for each calculated room in the school. Classes in green have met the State cap for Class Size; classes in purple have **NOT** met the State cap for Class Size.

Close

Class Size

Miami-Dade County Public Schools

Message Center

School Summary : Room Summary

Monday, February 20, 2011

Core Courses

Preferences

E-Handbook

Rooms Summary: School: 0000 - SAMPLE SCHOOL

Survey Year: 1011

Survey: 3

Last Updated: 2/26/2011 3:32:45 AM

Data Source: DECO

Compliant

Over State Cap

Records Per Page: 5

Download

1 2 3 4 5 6 7 8 9 10 ...

Page 1 of 46, items 1 to 5 of 228.

	Students	ISIS Room	Term	Period	Course	Grade	Group	CM Teachers	Adjusted CM Students	I Students	Non I Teachers	Adjusted I Students	Class Size	
1	<a href="#">View</a>	82	2	1	5010043	02	PK thru 3	0	0	0	1	0	21	21,000
2	<a href="#">View</a>	82	2	2	5010010	02	PK thru 3	0	0	0	1	0	13	13,000
3	<a href="#">View</a>	82	2	3	5010050	02	PK thru 3	0	0	0	1	0	21	21,000
4	<a href="#">View</a>	82	2	6	5021040	02	PK thru 3	0	0	0	1	0	23	23,000
5	<a href="#">View</a>	82	2	7	5021040	02	PK thru 3	0	0	0	1	0	13	13,000

1 2 3 4 5 6 7 8 9 10 ...

Page 1 of 46, items 1 to 5 of 228.

To display all records,

▼ Click **Records Per Page** drop-down menu to select **All**

Or

▼ Click on the desire page number

# CLASS SIZE VERIFICATION REPORTS

To view the **Co-Teachers** for a room,

Close

Class Size

Miami-Dade County Public Schools

Message Center

School Summary : Room Summary

Monday, February 28, 2011

Core Courses

Preferences

E-Handbook

Rooms Summary: School: 0000 - SAMPLE SCHOOL

Survey Year: 1011

Survey: 3

Last Updated: 2/28/2011 3:32:45 AM

Data Source: DECO

Compliant

Over State Cap

Records Per Page: 5

Download

Page 36 of 105, items 176 to 180 of 521.

...	31	32	33	34	35	36	37	38	39	40	...			
176	<a href="#">View</a>	231	1	3	5010050	05	4 thru 8	2	14	0	2	0	0	14,000
177	<a href="#">View</a>	231	1	4	5012070	05	4 thru 8	2		0	1	0	0	10,000
178	<a href="#">View</a>	231	1	5	5020060	05	4 thru 8	2	10	0	1	0	0	10,000
179	<a href="#">View</a>	231	1	6	5021070	05	4 thru 8	2	10	0	1	0	0	10,000
180	<a href="#">View</a>	231	1	10	5010010	05	4 thru 8	2	6	0	2	0	3	9,000

Page 36 of 105, items 176 to 180 of 521.

Scheduling Methods, **C** and **M**. **C**=Co-Teaching; **M**=Multi-Use Classroom or POD. In the **CM Teachers** column,

Locate the room in the ISIS ROOM column,

▼ **Click** the corresponding number

The **Teacher Summary** page will display.

Close

Class Size

Miami-Dade County Public Schools

Message Center

School Summary : Room Summary : Teachers

Friday, March 04, 2011

Core Courses

Preferences

E-Handbook

Teachers Summary: Teachers: 2 School: 0000 - SAMPLE SCHOOL FISH ID: 00346A0035330004231 Term: 1 Period: 5 (Survey: 2 Survey Year: 1011)

Last Updated: 11/23/2010 3:26:42 AM

Data Source: DECO

Records Per Page: 5

Download

	Employee Number	First Name	Last Name
1	000001	MARIA	DIAZ
2	000002	NATALIE	SMITH

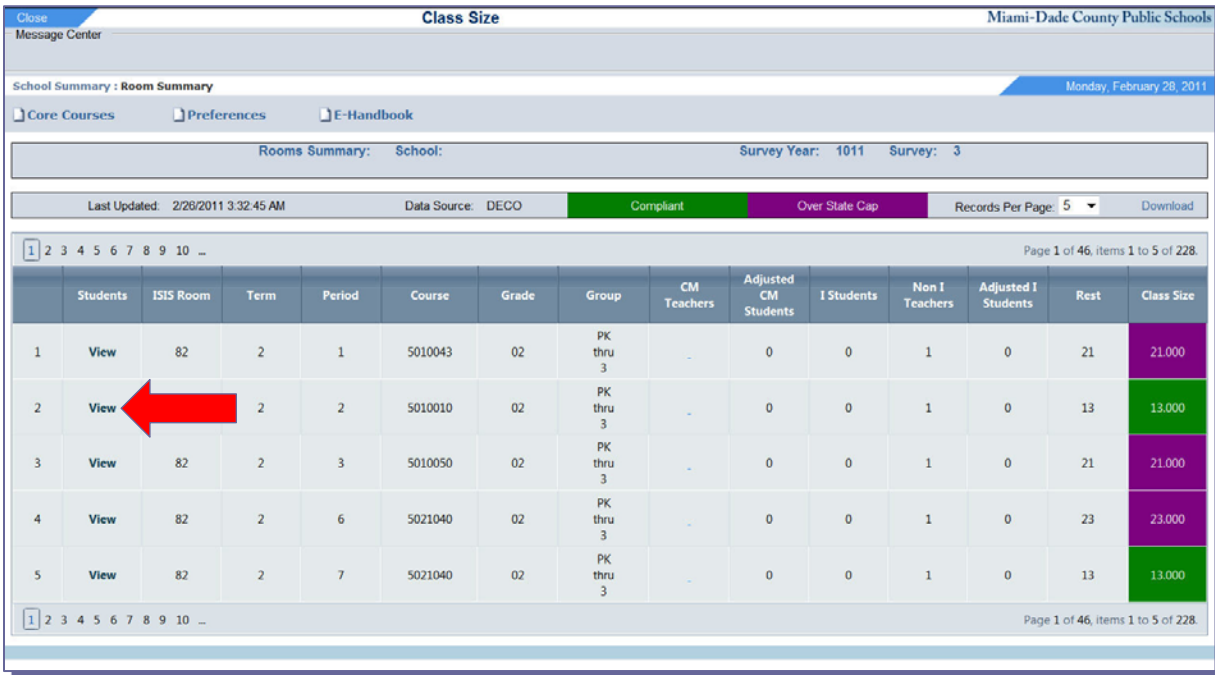
▼ **Click** **Room Summary** to go back to the Room Summary page

# CLASS SIZE VERIFICATION REPORTS

## Student Summary

The **Student Summary** screen displays student, room, course, and teacher information in a school.

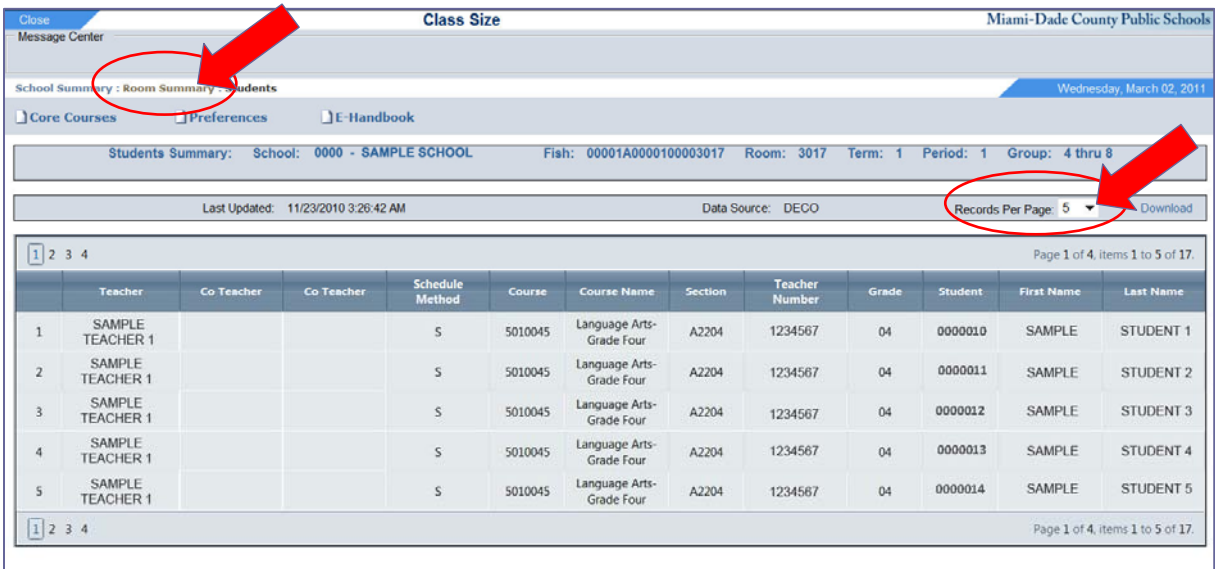
To view the **Student Summary** page, from the Rooms Summary page,



	Students	ISIS Room	Term	Period	Course	Grade	Group	CM Teachers	Adjusted CM Students	I Students	Non I Teachers	Adjusted I Students	Rest	Class Size
1	<a href="#">View</a>	82	2	1	5010043	02	PK thru 3	-	0	0	1	0	21	21,000
2	<a href="#">View</a>	82	2	2	5010010	02	PK thru 3	-	0	0	1	0	13	13,000
3	<a href="#">View</a>	82	2	3	5010050	02	PK thru 3	-	0	0	1	0	21	21,000
4	<a href="#">View</a>	82	2	6	5021040	02	PK thru 3	-	0	0	1	0	23	23,000
5	<a href="#">View</a>	82	2	7	5021040	02	PK thru 3	-	0	0	1	0	13	13,000

▼ Click **View** under the Students column

The **Students Summary** page will display.



	Teacher	Co-Teacher	Co-Teacher	Schedule Method	Course	Course Name	Section	Teacher Number	Grade	Student	First Name	Last Name
1	SAMPLE TEACHER 1			S	5010045	Language Arts-Grade Four	A2204	1234567	04	0000010	SAMPLE	STUDENT 1
2	SAMPLE TEACHER 1			S	5010045	Language Arts-Grade Four	A2204	1234567	04	0000011	SAMPLE	STUDENT 2
3	SAMPLE TEACHER 1			S	5010045	Language Arts-Grade Four	A2204	1234567	04	0000012	SAMPLE	STUDENT 3
4	SAMPLE TEACHER 1			S	5010045	Language Arts-Grade Four	A2204	1234567	04	0000013	SAMPLE	STUDENT 4
5	SAMPLE TEACHER 1			S	5010045	Language Arts-Grade Four	A2204	1234567	04	0000014	SAMPLE	STUDENT 5

▼ Click **Records Per Page** drop-down menu to select **All**

▼ Click **Room Summary** to go back to the **Room Summary** page

# CLASS SIZE VERIFICATION REPORTS

## File Download

The **School Summary** and **Rooms Summary** information can be downloaded to open or save as Microsoft Excel Worksheets.

To download the **Rooms Summary** (or **Schools Summary**) file,

Class Size

Miami-Dade County Public Schools

School Summary : Room Summary

Monday, February 28, 2011

Core Courses Preferences E-Handbook

Rooms Summary: School: 0000 - SAMPLE SCHOOL Survey Year: 1011 Survey: 3

Last Updated: 2/28/2011 3:32:45 AM Data Source: DECO Compliant Over State Cap

Records Per Page: 5

Download

	Students	ISIS Room	Term	Period	Course	Grade	Group	CM Teachers	Adjusted CM Students	I Students	Non I Teachers	Adjusted I Student	Class Size	
1	<a href="#">View</a>	82	2	1	5010043	02	PK thru 3	-	0	0	1	0	21	21,000
2	<a href="#">View</a>	82	2	2	5010010	02	PK thru 3	-	0	0	1	0	13	13,000
3	<a href="#">View</a>	82	2	3	5010050	02	PK thru 3	-	0	0	1	0	21	21,000
4	<a href="#">View</a>	82	2	6	5021040	02	PK thru 3	-	0	0	1	0	23	23,000
5	<a href="#">View</a>	82	2	7	5021040	02	PK thru 3	-	0	0	1	0	13	13,000

Page 1 of 46, items 1 to 5 of 228

▼ Click **Records Per Page** drop-down menu

▼ Select **All**

▼ Click **Download**

The **File Download** screen will display.

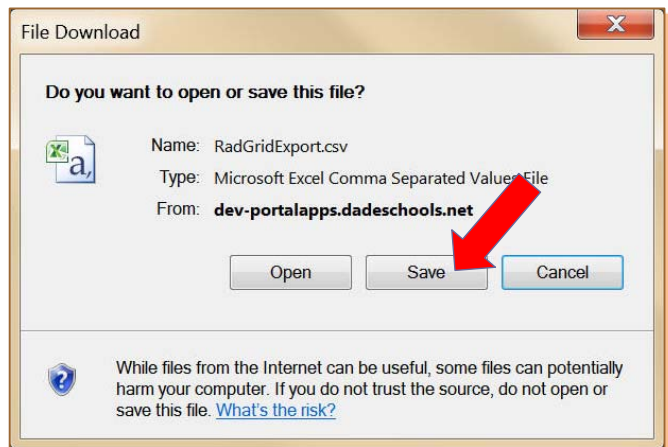
▼ Click **Save**

The **Save As** screen, will display. Navigate to the location to save the file,

▼ Verify the name of the file

▼ Click **Save**

The file will be saved to the designated location. It can be printed or e-mailed.



The Rooms Summary list is saved in an Excel format. You can make adjustments to the columns if necessary.

# CLASS SIZE VERIFICATION REPORTS

## ***Additional Class Size Reports***

In addition to the *Class Size Verification Report*, the following reports are available to assist schools in preparing and verifying class size.

<b><i>ISIS/FISH Room Error Report</i></b>	Discrepancies in ISIS room and teacher information listed on master schedule. This report will be produced automatically each Friday for the three (3) weeks preceding the October and February Surveys (2 & 3) and mailed to the schools. The report is also available through the ISIS On-Line Report Request System. <i>[See page 12].</i>
<b><i>FISH Inventory</i></b>	A list of FISH room numbers at a school site. Contact Educational Facilities Administration at (305) 995-4683 or fax a request to (305) 995-4730.
<b><i>FISH Drawing Report</i></b>	Drawings of school site buildings with assigned FISH numbers. The report is available from Educational Facilities Administration at (305) 995-4683.
<b><i>Class Master List/Seat Inventory</i></b>	List of courses and sections offered by a school with room information. This report is available through the ISIS On-Line Report Request System. <i>Order Sequence: Period/Room.</i>



# CLASS SIZE VERIFICATION REPORTS

## ISIS/FISH Room Error Report

To assist schools with verifying and updating the room information, ITS has developed the ISIS/FISH ROOM ERROR REPORT (T2320E10-01). This report will be produced automatically and mailed to the schools. The report is also available through the ISIS On-Line Report Request System.

08/16/05	M I A M I - D A D E C O U N T Y P U B L I C S C H O O L S						PAGE 6
	ISIS/FISH ROOM ERROR REPORT						T2320E10-01
	CLASSES FROM MASTER SCHEDULE						
XXXX	CLASSES WITHOUT ROOMS OR WITH ROOMS NOT ON FISH						
	SAMPLE SCHOOL	CYCLE	051		REGION CENTER	X	
ISIS ROOM	FISH ROOM	POD	COURSE/SEQ	SECT	TEACHER EMPNUM	TEACHER NAME	
35			I04	01	XXXXX1	SAMPLE TEACHER 1	
35			I04	02	XXXXX1	SAMPLE TEACHER 1	
35			I05	01	XXXXX1	SAMPLE TEACHER 1	
35			I06	01	XXXXX1	SAMPLE TEACHER 1	
36			J03	01	XXXXX2	SAMPLE TEACHER 2	
36			J03	02	XXXXX2	SAMPLE TEACHER 2	
36			J04	01	XXXXX2	SAMPLE TEACHER 2	
36			J04	02	XXXXX2	SAMPLE TEACHER 2	
			J05	01	XXXXX2	SAMPLE TEACHER 2	
			J06	01	XXXXX2	SAMPLE TEACHER 2	
			K03	01	XXXXX3	SAMPLE TEACHER 3	
			K03	02	XXXXX3	SAMPLE TEACHER 3	
			K04	01	XXXXX3	SAMPLE TEACHER 3	
			K04	02	XXXXX3	SAMPLE TEACHER 3	
			K05	01	XXXXX3	SAMPLE TEACHER 3	
			K06	01	XXXXX3	SAMPLE TEACHER 3	
SCHOOL TOTAL: 212							

A "Y" will be displayed in the POD column for rooms with multiple teachers and classes.

The report displays:

ISIS ROOM Room number listed on the Master Schedule on the ISIS COURSE RECORD screen (PF9)

FISH ROOM FISH room number that has been downloaded from the Florida Inventory of School Houses file.

FISH file configuration:

Positions 1-5 = Facility  
 Position 6 = Facility Suffix  
 Positions 7-11 = Parcel  
 Positions 12-16 = Building  
 Positions 17-21 = Room

COURSE/SEQ Three (3) character code used to identify the course sequence (ex: A01, B53)

SECT Two (2) digit number that identifies the course section (ex: 01, 02, 03, etc.)

TEACHER EMPNUM Employee number of the teacher assigned to the course section

TEACHER NAME Name of the teacher assigned to the course section

### FISH/ISIS Room Display/Update Screen

To view the FISH/ISIS ROOM DISPLAY/UPDATE screen in ISIS, log in to CICS. [To access the Mainframe Terminal Sessions, log in to the Employee Portal and select Intranet, under the Employee Tool Box].

On the M-DCPS CICS security screen,

```
xx PRESS: PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V AND TEXTBOOK INFORMATION xx
SIG1-11-66LH                                03/09/2011 13.01.05

      PRODUCTION CICS      AT TERMINAL 66LH      PRINTER 66P4
=====
      AT THIS TIME YOU MUST SIGN-ON

      EMPLOYEE NUMBER:
      WORK LOCATION:
      PERSONAL PASSWORD:
      (OPTIONAL) APPLICATION:

=====
      IF YOU WISH TO CHANGE YOUR PASSWORD, PLEASE ENTER Y BELOW:

      ==>

PF3 = EXIT CICS      ! BLANK APPLICATION = DISPLAYS APPLICATION LIST
PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V AND TEXTBOOK INFO PF5=RACF DEF
```

- ▼ **Type**      Employee number  
                 Work location (number)  
                 Personal password

- ▼ **Press**      Enter

The employee's APPLICATION screen will display.

```
APPLICATION  APPL01 PRESS PF8 OR ENTER TO DISPLAY NEXT
SIG2-12-66LH LIST FOR SAMPLE EMPLOYE AT 0000 03/09/2011 13.14.25

AAAA SECURITY ACCESS      WTLC TITLE I IPS COMPL
ACCD ACCIDENT SYSTEM      META TRACKING SYSTEM
WSAD CONTRIBUTOR BUDGET    WSTS SMMR SCHL TRAN
WSBS SCHOOL BUDGET        WST1 SUMMER TRAN INQ
WDSA WEB DROPOUT          PARI PARIS
COMP COMPASS
CORE COUNT ON READING
FASI FIRE ALARM SAFETY
WAIR INCIDENT RPT SUBMT
WSVU SCHL VOLUNTEER USR
WGBU GRADEBOOK UPLOAD
WGBU GRADEBOOK UPLOAD
WMSS ZONE MECHANIC
FTES SCHL FUNDING CERT
ISIS PK TO 12 STU INFO
MAIL ELECTRONIC MAIL
WRTS REPT TAB SCHL
WRIS REPT TAB SCHL

PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V & TEXTBOOK INFO PF5=RACF DEF
TYPE APPLICATION CODE OR "ALL" AND PRESS PF2 FOR SYSTEM AUTHORIZATION LIST
```

## FISH/ISIS ROOM DISPLAY/UPDATE SCREEN

On the APPLICATION screen,

```
APPLICATION ISIS APPL01 PRESS PF8 OR ENTER TO DISPLAY NEXT
SIG2-12-66LH LIST FOR SAMPLE EMPLOYE AT 0000 03/09/2011 13.14.25

AAAA SECURITY ACCESS      WTLC TITLE I IPS COMPL
ACCD ACCIDENT SYSTEM     META TRACKING SYSTEM
WSAD CONTRIBUTOR BUDGET   WSTS SMMR SCHL TRAN
WSBS SCHOOL BUDGET       WST1 SUMMER TRAN INQ
WDSA WEB DROPOUT         PARI PARIS
COMP COMPASS
CORE COUNT ON READING
FASI FIRE ALARM SAFETY
WAIR INCIDENT RPT SUBMT
WSVU SCHL VOLUNTEER USR
WGBU GRADEBOOK UPLOAD
WGBU GRADEBOOK UPLOAD
WMSS ZONE MECHANIC
ETES SCHL FUNDING CERT
ISIS PK TO 12 STU INFO
MAIL ELECTRONIC MAIL
WRTS REPT TAB SCHL
WRIS REPT TAB SCHL

PF1 FOR PHONE, BULLETIN BOARDS, S&D, A/V & TEXTBOOK INFO PF5=RACF DEF
TYPE APPLICATION CODE OR "ALL" AND PRESS PF2 FOR SYSTEM AUTHORIZATION LIST
```

▼ Type ISIS

▼ Press Enter

The INTEGRATED STUDENT INFORMATION SYSTEM (ISIS) screen will be displayed.

```
ISIS-11-66LH 03/08/11 14.37.14
MIAMI - DADE COUNTY PUBLIC SCHOOLS
INTEGRATED STUDENT INFORMATION SYSTEM
SCHOOL NUMBER .. 0000

THE FOLLOWING FUNCTIONS ARE AVAILABLE -

1. STUDENT DATA BASE SYSTEM
2. DAILY ATTENDANCE
3. SCHOOL INFORMATION
4. COURSE INFO / MASTER SCHEDULE
5. ONLINE REPORT REQUEST SYSTEM
6. DECO - D.O.E. CORRECTION SYSTEM
L. LIMITED ISIS ACCESS MENU
R. SUS REPORT REQUEST

ENTER SELECTION NUMBER .. 3 OPERATOR INITIALS .. MA

SHARED SCHOOL ACTIVITY, KEY 'Y' .. -
SUMMER SCHOOL ACTIVITY, KEY 'Y' .. -
FUTURE SCHOOL ACTIVITY, KEY 'Y' .. -
SECOND SHIFT ACTIVITY, KEY 'Y' .. -
HELP WITH CODES = PAZ KEY
```

▼ Type 3 (SCHOOL INFORMATION)

▼ Press Enter

The SCHOOL INFORMATION SYSTEM APPLICATIONS MENU will be displayed.

## FISH/ISIS ROOM DISPLAY/UPDATE SCREEN

On the APPLICATIONS MENU,


```
IS02-12-66LH                                03/10/11  10.38.01
      S C H O O L   I N F O R M A T I O N   S Y S T E M
      A P P L I C A T I O N S   M E N U

      SCHOOL NUMBER 0000
      SAMPLE SCHOOL

      1. INDIVIDUAL SCHOOL INFORMATION
      2. FISH/ISIS ROOM DISPLAY/UPDATE
      3. FISH NUMBER ADD SCREEN
      4. SCHOOL PROFILE INFORMATION

      6. NONPUBLIC SCHOOL DIRECTORY
      7. COUNT ON READING TOTALS
      8. CONTROLLED CHOICE CAPACITIES
      9. CONTROLLED CHOICE WAIT LIST
      M. SCHOOL MINUTES INFORMATION
      W. CERTIFICATION OF DISTRICT ATTENDANCE
      X. PRINT SCHOOL ATTENDANCE CERTIFICATION INFO

      ENTER SELECTION ..2
```



▼ **Type**      2 (FISH/ISIS ROOM DISPLAY/UPDATE)

▼ **Press**      **Enter**

The FISH/ISIS ROOM DISPLAY/UPDATE screen will display.

```
PRESS ENTER TO DISPLAY ROOMS
IS36-2A-66LH      FISH/ISIS ROOM DISPLAY/UPDATE      03/10/11  10.52.54

SCHOOL: 0000  SAMPLE SCHOOL      SURVEY:  YEAR: 1112 PERIOD: 2

FISH      ISIS      FISH      ISIS
NUMBER      POD  ROOM #  NUMBER      POD  ROOM #
```

The SURVEY YEAR and PERIOD, for the Class Size being reported, are displayed.

▼ **Press**      **Enter** to display the information

The FISH/ISIS ROOM DISPLAY/UPDATE screen will change to display the room information for your location.

## FISH/ISIS ROOM DISPLAY/UPDATE SCREEN

The room information that was entered for the previous school year will be displayed. Information Technology Services (ITS) downloads the file of FISH room numbers weekly to add new FISH numbers to the FISH/ISIS ROOM DISPLAY/UPDATE screen.

A245-THERE ARE MORE ROOMS TO BE DISPLAYED. PRESS ENTER TO CONTINUE  
 IS36-2A-66LH FISH/ISIS ROOM DISPLAY/UPDATE 03/10/11 11.11.35

SCHOOL: 0000 SAMPLE SCHOOL SURVEY: YEAR: 1112 PERIOD: 2

FISH NUMBER	POD	ISIS ROOM #	FISH NUMBER	POD	ISIS ROOM #
00077-A-00007-00007-702D		702D	00077-A-00007-00007-702E		
00077-A-00007-00007-702F			00077-A-00007-00007-702G		
00077-A-00007-00007-702J			00077-A-00007-00007-702K		
00077-A-00007-00007-702L			00077-A-00007-00007-702M		
00077-A-00007-00007-702N			00077-A-00007-00007-702P		
00077-A-00007-00007-702Q			00077-A-00007-00007-702R		
00077-A-00007-00007-711			00077-A-00007-00007-712		
00077-A-00007-00008-801A		801A	00077-A-00007-00008-801B		801B
00077-A-00007-00008-801C		801C	00077-A-00007-00008-801D		801D
00077-A-00007-00008-801E			00077-A-00007-00008-801F		
00077-A-00007-00008-801G			00077-A-00007-00008-801H		
00077-A-00007-00008-801J			00077-A-00007-00008-801K		
00077-A-00007-00008-801L					
00077-A-00007-00008-801M					
00077-A-00007-00008-801N					

AS09-25-66LH COURSE RECORD 03/10/11 11.08.34  
 SCHL0000 CYCLE 101 CRS SEQ 001 ST A SUB CDE 5012020BE TRM IND A  
 GRD RESP C ABRV TITLE MathGradK

FTE INFO = PF14 CHNGS = PF15 ADDS = PF16

TITLE Mathematics - Grade Kindergarten ESOL-Related  
 FACILITY TYPE COMPUTER LITERACY LAST UPDT: 09/13/10

SC	S	ST	PER	MIN	ROOM	EMP-NO	TEACHER	DAYS	MAX	ASSG	#I
01	A	04		0330	001A	000001	KLO TEACHER 1	MTWRF	0000	0004	
02	A	04		0330	001B	000002	KAP TEACHER 2	MTWRF	0000	0012	2
						000003	KAP TEACHER 3				
03	A	24		0330	001C	000004	KIP TEACHER 4	MTWRF	0000	0011	
04	A	04		0330	001D	000005	KRE TEACHER 5	MTWRF	0000	0002	
05	A	04		0330				MTWRF	0000	0000	
06	A	04		0330				MTWRF	0000	0000	
07	A	04		0330				MTWRF	0000	0000	
08	A	04		0330				MTWRF	0000	0000	
09	A	04		0330				MTWRF	0000	0000	
10	A	04		0330				MTWRF	0000	0000	

Schools must verify and update the room information as necessary. Refer to the ISIS/FISH ROOM ERROR REPORT to identify FISH and ISIS rooms [see page 12].

If the school is not using the FISH room number, then the school identified room number must be entered on the FISH/ISIS ROOM DISPLAY/UPDATE screen next to the corresponding FISH number.

## FISH/ISIS ROOM DISPLAY/UPDATE SCREEN

### To Enter or Update ISIS Room Information

On the FISH/ISIS ROOM DISPLAY/UPDATE screen,

A245-THERE ARE MORE ROOMS TO BE DISPLAYED. PRESS ENTER TO CONTINUE					
IS36-2A-66LH		FISH/ISIS ROOM DISPLAY/UPDATE		03/10/11 15.52.15	
SCHOOL: 0000 SAMPLE SCHOOL			SURVEY: YEAR: 1112 PERIOD: 2		
FISH NUMBER	POD	ISIS ROOM #	FISH NUMBER	POD	ISIS ROOM #
00077-A-00007-00007-702D		702D	00077-A-00007-00007-702E		702E
00077-A-00007-00007-702F			00077-A-00007-00007-702G		
00077-A-00007-00007-702J			00077-A-00007-00007-702K		
00077-A-00007-00007-702L			00077-A-00007-00007-702M		
00077-A-00007-00007-702N			00077-A-00007-00007-702P		
00077-A-00007-00007-702Q			00077-A-00007-00007-702R		
00077-A-00007-00007-711			00077-A-00007-00007-712		
00077-A-00007-00008-801A		801A	00077-A-00007-00008-801B		801B
00077-A-00007-00008-801C		801C	00077-A-00007-00008-801D		801D
00077-A-00007-00008-801E			00077-A-00007-00008-801F		
00077-A-00007-00008-801G			00077-A-00007-00008-801H		
00077-A-00007-00008-801J			00077-A-00007-00008-801K		
00077-A-00007-00008-801L			00077-A-00007-00008-801M		
00077-A-00007-00008-801N			00077-A-00007-00008-801P		
00077-A-00007-00008-801Q			00077-A-00007-00008-801R		
*** RESET SCREEN = PF12 ***					

- ▼ **Tab** to the desired FISH room number
- ▼ **Type** the corresponding room number used on the COURSE RECORD screen (PF9), for Elementary and Secondary or the STUDENT INFORMATION screen (PF3) for Pre-Kindergarten, next to the FISH room number in the ISIS Room # column.
- ▼ **Press** **Enter**

The message **UPDATE COMPLETE** will display at the top of the screen.

UPDATE COMPLETE MORE ROOMS - PRESS ENTER TO VIEW

IS36 2A 66LH

FISH/ISIS ROOM DISPLAY/UPDATE

03/10/11 16.01.57

SCHOOL: 0000 SAMPLE SCHOOL

SURVEY: YEAR: 1112 PERIOD: 2

FISH NUMBER	POD	ISIS ROOM #	FISH NUMBER	POD	ISIS ROOM #
00077-A-00007-00007-702D		702D	00077-A-00007-00007-702E		702E
00077-A-00007-00007-702F			00077-A-00007-00007-702G		
00077-A-00007-00007-702J			00077-A-00007-00007-702K		
00077-A-00007-00007-702L			00077-A-00007-00007-702M		
00077-A-00007-00007-702N			00077-A-00007-00007-702P		
00077-A-00007-00007-702Q			00077-A-00007-00007-702R		
00077-A-00007-00007-711			00077-A-00007-00007-712		
00077-A-00007-00008-801A		801A	00077-A-00007-00008-801B		801B
00077-A-00007-00008-801C		801C	00077-A-00007-00008-801D		801D
00077-A-00007-00008-801E		801E	00077-A-00007-00008-801F		
00077-A-00007-00008-801G			00077-A-00007-00008-801H		
00077-A-00007-00008-801J			00077-A-00007-00008-801K		
00077-A-00007-00008-801L			00077-A-00007-00008-801M		
00077-A-00007-00008-801N			00077-A-00007-00008-801P		
00077-A-00007-00008-801Q			00077-A-00007-00008-801R		

\*\*\* RESET SCREEN = PF12 \*\*\*



# SPECIAL ROOM CONFIGURATIONS

## Special Room Configurations

### *POD Information*

#### *State Definition*

Multiple classes are taught in one large classroom (with one FISH number) separated by temporary “walls”.

#### *What Qualifies as a POD?*

Depending on the main grade in the classroom, the multiple use instructional space will be determined by the following criteria:

<u>Grade Group</u>	<u>Net Square Footage</u>
PK-3	1763
4-8	1715
9-12	1599

#### *How the POD Calculation Works*

- Classrooms are separated into individual periods.
- The number of students in the classroom is divided by the number of teachers.  
*Example: Room 4001 has 30 students and two teachers, only 15 students will be used in the calculation.*
- The number of students in all of the classrooms within a grade range (i.e. PK-3, 4-8, 9-12) is added together giving the numerator.

#### *Example of a POD Room*

<i>Room</i>	<i>Students</i>	<i>POD</i>	<i>Adjusted Students</i>
1	20	Y	10
2	20		20
3	20		20
4	20		20
5	20		20

Calculation: 90 students/5 rooms = 18.00 Class Average

## SPECIAL ROOM CONFIGURATIONS

### Enter or Update

On the FISH/ISIS ROOM DISPLAY/UPDATE screen,

A245-THERE ARE MORE ROOMS TO BE DISPLAYED. PRESS ENTER TO CONTINUE					
IS36-2A-66LH		FISH/ISIS ROOM DISPLAY/UPDATE		03/11/11 10.19.20	
SCHOOL: 0000 SAMPLE SCHOOL			SURVEY: YEAR: 1112 PERIOD: 2		
FISH NUMBER	POD	ISIS ROOM #	FISH NUMBER	POD	ISIS ROOM #
00077-A-00087-00005-501M			00077-A-00087-00005-501N		
00077-A-00087-00005-501P			00077-A-00087-00005-501Q		
00077-A-00087-00005-501R			00077-A-00087-00005-502A		502A
00077-A-00087-00005-502B		502B	00077-A-00087-00005-502C		502C
00077-A-00087-00005-502D		502D	00077-A-00087-00005-502E		
00077-A-00087-00005-502F			00077-A-00087-00005-502G		
00077-A-00087-00005-502H			00077-A-00087-00005-502J		
00077-A-00087-00005-502K			00077-A-00087-00005-502L		
00077-A-00087-00005-502M			00077-A-00087-00005-502N		
00077-A-00087-00005-502P			00077-A-00087-00005-502Q		
00077-A-00087-00005-502R			00077-A-00087-00005-511		
00077-A-00087-00005-512			00077-A-00087-00006-600		
00077-A-00087-00006-601A		601A	00077-A-00087-00006-601B		601B
00077-A-00087-00006-601C		601C	00077-A-00087-00006-601D		601D
00077-A-00087-00006-601E			00077-A-00087-00006-601F		
*** RESET SCREEN = PF12 ***					

- ▼ **Tab** to the desired FISH room number
- ▼ **Type** Y in the POD column, next to the FISH room number for any room housing more than one class
- ▼ **Press** Enter

The **UPDATE COMPLETE** message will be displayed at the top of the screen.

# SPECIAL ROOM CONFIGURATIONS

## Co-Teaching

### Co-Teacher Requirements

1. At least one member of the team must have at least 3 years of teaching experience.
2. At least one member of the team must be teaching in-field.
3. The teachers must be trained in team-teaching methods within 1 year after assignment.

### How the Co-Teacher Calculation Works

- Classrooms are separated into individual periods.
- If co-teaching then the number of students in the classroom is divided in half.  
*Example: Room 4001 has 30 students; only 15 students will be counted for that room.*
- The number of students in all of the classrooms within a grade range (i.e. PK-3, 4-8, 9-12) is added together giving the numerator.

### Example of Co-Teacher

Room	Students	Co-Teacher	Adjusted Students
1	20	Y	10
2	20		20
3	20		20
4	20		20
5	20		20

Calculation: 90 students/5 rooms = 18.00 Class Average

## SPECIAL ROOM CONFIGURATIONS


### Updating Co-Teachers Grades PK-12

The data used to calculate the elementary and secondary class size is taken from the COURSE RECORD screen (PF9). Schools must take the following steps to ensure that the Class Size is calculated correctly.

On the COURSE RECORD (PF9) screen,

```
A162-ENTER SEQ, PRESS ENTER
AS09-25-66LH          C O U R S E   R E C O R D          03/28/11  10.45.19
SCHL 0000 CYCLE 101  CRS SEQ  ST  SUB CDE  TRM IND
GRD RESP  ABRV TITLE

TITLE
FACILITY TYPE          COMPUTER LITERACY                LAST UPDT:
PER                    TEACHER                          SEATS
SC  S ST  MIN  ROOM EMP-NO  NUM NAME                    DAYS  MAX  ASSG  #I
```



▼ **Type**      course sequence code

▼ **Press**      **Enter**

The course sequence and sections will display.

```
A          FTE INFO = PF14  CHNGS = PF15  ADDS = PF16
AS09-25-66LH          C O U R S E   R E C O R D          03/28/11  11.12.03
SCHL 0000 CYCLE 101 CRS SEQ A01  ST A SUB CDE 5010041BE  TRM IND A
GRD RESP C ABRV TITLE LangArTER

TITLE Language Arts Elementary          ESOL-Related
FACILITY TYPE          COMPUTER LITERACY                LAST UPDT: 09/14/10
PER                    TEACHER                          SEATS PF13/PF18
SC  S ST  MIN  ROOM EMP-NO  NUM NAME                    DAYS  MAX  ASSG  #I
01  A 01   0150 001A 000001  KLO TEACHER 1          MTWRF 0000 0004
02  A 01   0150 001B 000002  KAP TEACHER 2          MTWRF 0000 0012
```

The COURSE RECORD screen has been modified to allow the schools to insert co-teachers to existing sections. This method must be used by Elementary schools as they are unable to enter a number under the #I field. This method can also be used by Secondary schools.

▼ **Press**      **PF13** to access the Course Multiple Teacher screen

## SPECIAL ROOM CONFIGURATION

On the COURSE MULTIPLE TEACHER screen,

```

PLEASE ENTER DATA IN SECTION NUMBER SEQUENCE          COURSE RECORD = PF23
AS39-64-66LH C O U R S E   M U L T I P L E   T E A C H E R   03/28/11  11.49.32

SCHL 0000 CYCLE 101 CRS SEQ A01 ST A SUB CDE 5010041BE TRM IND A

TITLE Language Arts Elementary          ESOL-Related

      * * ADDITIONAL TEACHER * *      * * ADDITIONAL TEACHER * *
SECT  EMP   TCH  TCH      EMP   TCH  TCH
NUM   NUM   NUM  NAME    NUM   NUM  NAME
02    000003 KAP  TEACHER 3
  
```

**Use this field to add a second co-teachers to the same section.**

\*\*\* RESET SCREEN = PF12 \*\*\*

▼ **Type**      Section number  
                  Employee number  
                  Teacher number

Up to two co-teachers can be added to a section. If a second co-teacher is required for the section entered, the employee number and teacher number should be entered under **Additional Teacher** on the same line.

When finished,

▼ **Press**      **Enter**

The message **UPDATE COMPLETE** will display. **Press PF23** to return to the COURSE RECORD screen.

The co-teacher will be added to the section.

```

A          FTE INFO = PF14  CHNGS = PF15  ADDS = PF16
AS09-25-66LH          C O U R S E   R E C O R D          03/28/11  11.12.03
SCHL 0000 CYCLE 101 CRS SEQ A01 ST A SUB CDE 5010041BE TRM IND A
GRD RESP C ABRV TITLE LangArTER
TITLE Language Arts Elementary          ESOL-Related
FACILITY TYPE          COMPUTER LITERACY          LAST UPDT: 09/14/10
PER
SC  S ST  MIN  ROOM EMP-NO  TEACHER          SEATS PF13/PF18
01  A 01   0150 001A 000001  KLO TEACHER 1          MTWRF 0000 0004
02  A 01   0150 001B 000002  KAP TEACHER 2          MTWRF 0000 0012  2
      000003  KAP TEACHER 3
  
```

***For Secondary Schools Only***

▼ Press **PF16** to add a section

▼ Type	Room number
	Primary teacher's employee number
	Primary teacher's teacher number

▼ **Type** 2 (moves cursor to next line without creating a new section)

▼ **Type** Co-teacher's employee number  
Co-teacher's teacher number

If the room and period is composed of a combination of courses, then all sequence/sections of the combination must be coded with the co-teacher information.

**NOTE:** This cannot be done until the Final Transfer from X2 Aspen to ISIS.



## SPECIAL ROOM CONFIGURATION

### Removing a Co-Teacher from an Existing Section

Once a co-teacher has been added to a course section, it can be removed, if necessary.

On the COURSE RECORD screen,

```
A
AS09-25-66LH      FTE INFO = PF14  CHNGS = PF15  ADDS = PF16
C O U R S E      R E C O R D      03/28/11  11.12.03
SCHL 0000 CYCLE 101 CRS SEQ A01  ST A SUB CDE 5010041BE  TRM IND A
GRD RESP C ABRV TITLE LangArter
TITLE Language Arts Elementary      ESOL-Related
FACILITY TYPE      COMPUTER LITERACY      LAST UPDT: 09/14/10
PER
SC  S ST  MIN  ROOM EMP-NO  TEACHER      SEATS PF13/PF18
01  A 01   0150 001A 000001  KLO TEACHER 1  DAYS MAX ASSG #I
02  A 01   0150 001B 000002  KAP TEACHER 2  MTWRF 0000 0004
      000003  KAP TEACHER 3  MTWRF 0000 0012  2
```

After entering the Course Sequence and pressing enter to display the course sections:

▼ **Press**      **PF18** to display the COURSE MULTIPLE TEACHER DELETE screen

```
AS38-65-66LH      COURSE RECORD = PF23
C O U R S E      M U L T I P L E   T E A C H E R  03/29/11  15.01.09
*****          D E L E T E      *****
SCHL 0000 CYCLE 101 CRS SEQ A01  ST A SUB CDE 5010041BE  TRM IND A
TITLE Language Arts Elementary      ESOL-Related
***** TEACHER 2 *****      ***** TEACHER 3 *****
SECT  EMP  TCH  TCH      EMP  TCH  TCH
NUM   NUM  NUM  NAME    NUM  NUM  NAME
02  ←
ENTER SECTION NUMBER ABOVE AND PRESS ENTER.
THEN, SELECT TEACHERS TO DELETE WITH AN 'X'.

*** RESET SCREEN = PF12 ***
```

▼ **Type**      Section number, for which the co-teacher is to be deleted

▼ **Press**      **Enter**

The co-teacher information for the specified section will display.

## SPECIAL ROOM CONFIGURATION

If there are two co-teachers, one will display under TEACHER 2 and the other under TEACHER 3.

```
SELECT CO-TEACHERS TO DELETE
AS38-65-66LH C O U R S E   M U L T I P L E   T E A C H E R   03/29/11  13.28.28
      * * * * *   D E L E T E   * * * * *

SCHL 0000 CYCLE 101 CRS SEQ A01  ST A SUB CDE 5010041BE   TRM IND A

TITLE Language Arts Elementary          ESOL-Related

      * * * * * TEACHER 2 * * * * *      * * * * * TEACHER 3 * * * * *
SECT      EMP      TCH      TCH      EMP      TCH      TCH
NUM      NUM      NUM      NAME      NUM      NUM      NAME
02      X 000003  KAP  TEACHER 3

ENTER SECTION NUMBER ABOVE AND PRESS ENTER.
THEN, SELECT TEACHERS TO DELETE WITH AN 'X'.

*** RESET SCREEN = PF12 ***
```

▼ **Type**      X next to the co-teacher's employee number

▼ **Press**      Enter

The message UPDATE COMPLETE will display.

```
A003-UPDATE COMPLETE ← COURSE RECORD = PF23 →
AS38-65-66LH C O U R S E   M U L T I P L E   T E A C H E R   03/29/11  13.30.38
      * * * * *   D E L E T E   * * * * *

SCHL 0000 CYCLE 101 CRS SEQ A01  ST A SUB CDE 5010041BE   TRM IND A

TITLE Language Arts Elementary          ESOL-Related

      * * * * * TEACHER 2 * * * * *      * * * * * TEACHER 3 * * * * *
SECT      EMP      TCH      TCH      EMP      TCH      TCH
NUM      NUM      NUM      NAME      NUM      NUM      NAME
02      X 000003  KAP  TEACHER 3

ENTER SECTION NUMBER ABOVE AND PRESS ENTER.
THEN, SELECT TEACHERS TO DELETE WITH AN 'X'.

*** RESET SCREEN = PF12 ***
```

▼ **Press**      PF23 to go back to the COURSE RECORD screen

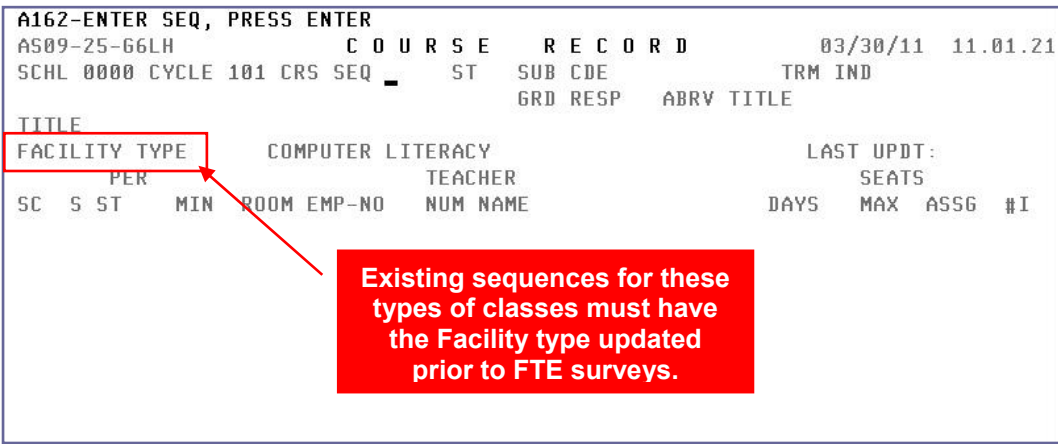
## ADDITIONAL SECONDARY REQUIREMENTS

### Additional Secondary Requirements

#### Courses Taught Off Campus

Facility Type "09" (another facility operated or owned by an agency or other provider other than the school district in which instructional services or classes are conducted), must be entered on the ISIS COURSE RECORD screen (PF9) for courses that are taught off campus. (Examples: Dual Enrollment courses taught at Miami Dade Community College or On the Job Training [OJT] courses.) This will flag the course when it is sent to the state. These courses will be used in the Class Size calculation if the subject code is one that the state uses in its calculations.

```
A162-ENTER SEQ, PRESS ENTER
AS09-25-66LH      C O U R S E   R E C O R D      03/30/11  11.01.21
SCHL 0000 CYCLE 101 CRS SEQ  _  ST  SUB CDE      TRM IND
GRD RESP  ABRV TITLE
TITLE
FACILITY TYPE     COMPUTER LITERACY                LAST UPDT:
PER               TEACHER                          SEATS
SC  S ST  MIN  ROOM EMP-NO  NUM NAME                DAYS  MAX  ASSG  #I
```

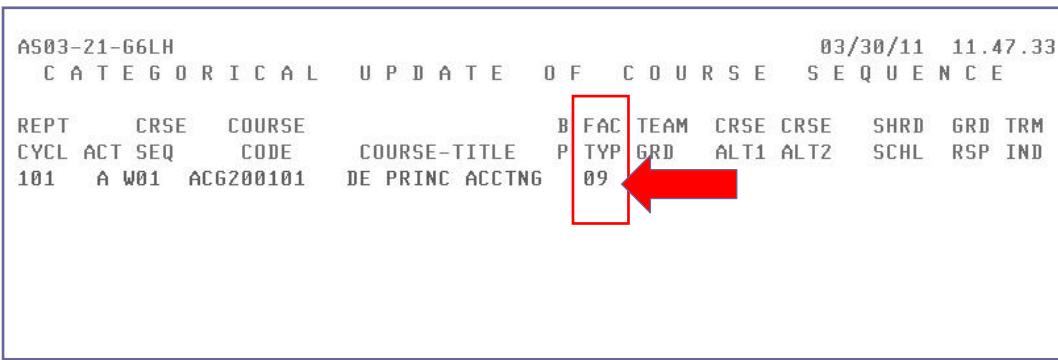


Existing sequences for these types of classes must have the Facility type updated prior to FTE surveys.

Facility Type "09" must be entered when creating new course sequences on the ISIS CATEGORICAL UPDATE OF COURSE SEQUENCE screen for courses taught off campus.

```
AS03-21-66LH      03/30/11  11.47.33
C A T E G O R I C A L   U P D A T E   O F   C O U R S E   S E Q U E N C E

REPT  CRSE  COURSE  B FAC TEAM CRSE CRSE  SHRD  GRD TRM
CYCL ACT SEQ  CODE  COURSE-TITLE P TYP GRD  ALT1 ALT2  SCHL  RSP IND
101  A W01  AC6200101  DE PRINC ACCTNG  09
```





## CLASS SIZE CONFLICTS

### Room Conflicts

	Teacher	Co Teacher	Co Teacher	Schedule Method	Course	Course Name	Section	Teacher Number	Grade	Student	First Name	Last Name
11	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000001	SAMPLE	STUDENT 01
12	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000002	SAMPLE	STUDENT 02
13	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000003	SAMPLE	STUDENT 03
14	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000004	SAMPLE	STUDENT 04
15	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000005	SAMPLE	STUDENT 05
16	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000006	SAMPLE	STUDENT 06
17	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000007	SAMPLE	STUDENT 07
18	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000008	SAMPLE	STUDENT 08
19	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000009	SAMPLE	STUDENT 09
20	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000010	SAMPLE	STUDENT 10
21	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000011	SAMPLE	STUDENT 11
22	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000012	SAMPLE	STUDENT 12
23	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000013	SAMPLE	STUDENT 13
24	SAMPLE TEACHER 1			\$	1001350	Eng Hon 2	A0604	000044	10	0000014	SAMPLE	STUDENT 14
25	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000015	SAMPLE	STUDENT 15
26	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000016	SAMPLE	STUDENT 16
27	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000017	SAMPLE	STUDENT 17
28	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000018	SAMPLE	STUDENT 18
29	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000019	SAMPLE	STUDENT 19
30	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000020	SAMPLE	STUDENT 20
31	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000021	SAMPLE	STUDENT 21
32	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000022	SAMPLE	STUDENT 22
33	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000023	SAMPLE	STUDENT 23
34	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000024	SAMPLE	STUDENT 24
35	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000025	SAMPLE	STUDENT 25
36	SAMPLE TEACHER 2			\$	2102310	Economics	A6601	000013	12	0000026	SAMPLE	STUDENT 26

Two teachers assigned to the same room not coded as co-teacher (C) or Multi-use/POD (M).

Identify the section, log in to ISIS and access the Course Record screen (PF9) and update the room number.

- ▼ Double check the room numbers for each teacher and update ISIS or Aspen.
- ▼ If the rooms are a POD, it should be identified with a Y in the FISH/ISIS Room Display/Update screen.



# CLASS SIZE CONFLICTS

## Co-Teachers Conflict

	Teacher	Co Teacher	Co Teacher	Schedule Method	Course	Course Name	Section	Teacher Number	Grade	Student	First Name	Last Name
8	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000001	SAMPLE	STUDENT
9	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000002	SAMPLE	STUDENT
10	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000003	SAMPLE	STUDENT
11	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000004	SAMPLE	STUDENT
12	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000005	SAMPLE	STUDENT
13	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000006	SAMPLE	STUDENT
14	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000007	SAMPLE	STUDENT
15	TEACHER 1			S	1200310	Algebra 1	B0116	000044	10	0000008	SAMPLE	STUDENT
16	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000009	SAMPLE	STUDENT
17	TEACHER 1			S	1200310	Algebra 1	B0116	000044	10	0000001	SAMPLE	STUDENT
18	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09		SAMPLE	STUDENT
19	TEACHER 1			S	1200310	Algebra 1	B0116	000044	10	0000010	SAMPLE	STUDENT
20	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000011	SAMPLE	STUDENT
21	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000012	SAMPLE	STUDENT
22	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000013	SAMPLE	STUDENT
23	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000014	SAMPLE	STUDENT
24	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000015	SAMPLE	STUDENT
25	TEACHER 1			S	1200310	Algebra 1	B0116	000044	09	0000016	SAMPLE	STUDENT
26	TEACHER 1	TEACHER 2		C	1200310	Algebra 1	B2405	000044	09	0000017	SAMPLE	STUDENT
27	TEACHER 1	TEACHER 2		C	1200310	Algebra 1	B2405	000044	09	0000018	SAMPLE	STUDENT
28	TEACHER 1	TEACHER 2		C	1200310	Algebra 1	B2405	000044	09	0000019	SAMPLE	STUDENT
29	TEACHER 1	TEACHER 2		C	1200310	Algebra 1	B2405	000044	09	0000020	SAMPLE	STUDENT

If the co-teacher is in the classroom for the entire period, she must be assigned to all sections.

- ▼ **Elementary** – Co-teachers are added in ISIS
- ▼ **Secondary** – Co-teachers are added in Aspen and ISIS.



# CLASS SIZE CONFLICTS

## Missing Room Number

Last Updated: 4/13/2011 9:30:30 AM				Data Source: DECO			Compliant		Over State Cap		Records Per Page: All		Download	
	Students	ISIS Room	Term	Period	Course	Grade	Group	CM Teachers	Adjusted CM Students	I Students	Non I Teachers	Adjusted I Students	Rest	Class Size
1	<a href="#">View</a>		1	1	5010042	01	PK thru 3	2	2	0	1	0	0	2,000
2	<a href="#">View</a>		1	1	5010042	01	PK thru 3		0	0	1	0	18	18,000
3	<a href="#">View</a>		1	2	5010010	01	PK thru 3		0	0	1	0	11	11,000
4	<a href="#">View</a>		1	3	5010050	01	PK thru 3		0	0	1	0	18	18,000
5	<a href="#">View</a>		1	4	5012030	01	PK thru 3		0	0	1	0	18	18,000
6	<a href="#">View</a>	205	1	5	5020020	01	PK thru 3		0	0	1	0	18	18,000
7	<a href="#">View</a>	205	1	6	5021030	01	PK thru 3		0	0	1	0	18	18,000
8	<a href="#">View</a>	207	1	1	5100530	PK	PK thru 3		0	0	1	0	18	18,000
9	<a href="#">View</a>	207	1	5	5100580	PK	PK thru 3		0	0	1	0	18	18,000

From the **Room Summary** page,

- ▼ **Select All** in the **Records Per Page** field to display all records
- ▼ **Click** on the **ISIS Room** column to identify the records with missing room numbers
- ▼ **Click View** to open the **Student Summary** page and identify the teacher's room and section
- ▼ In **ISIS**, go to the **Course Record** screen (PF9) and add the missing room number

## WHOM TO CONTACT FOR ASSISTANCE

### Whom to Contact For Assistance



For questions regarding FISH Inventory or FISH Drawing reports, contact Educational Facilities Administration at (305) 995-4683 or fax a request to (305) 995-4730.

For questions regarding ISIS, teacher, or class information, please submit a **Self Service** incident at: <http://selfservice.dadeschools.net>. Select 'Ask ITS a Question' from the drop-down list.

For questions regarding Class Size Compliance, contact School Operations at 305 995-1891 or 305 995-4258.

**APPENDIX A**  
FLORIDA CONSTITUTIONAL CLASS SIZE AMENDMENT DIRECTIVE

# MEMORANDUM

October 16, 2014

**TO:** All Region Superintendents

**FROM:** Mrs. Valtena G. Brown  
Deputy Superintendent/Chief Operating Officer, School Operations

**SUBJECT: FLORIDA CONSTITUTIONAL CLASS SIZE AMENDMENT**

As the district continues to respond to requirements regarding the state's constitutional class size amendment, we must be proactive in ensuring that teachers assigned to students are responsible for planning, delivering instruction and evaluating student progress for the corresponding class periods they are assigned.

It is important to note that co-teacher and small group assignments will be monitored with greater scrutiny to ensure that the information reported on the Principal/Teacher Verification Report accurately reflects the delivery of instructional services being provided to students, by the assigned teacher. Failure to accurately represent teacher/student assignment data is unacceptable and any such instances are subject to significant consequences.

Kindly remind and seek acknowledgement from region directors and principals. If you need additional information or have questions, please call me at 305 995-2938.



VGB

VGB:hd  
M049

cc: Mr. Jose L. Dotres  
Ms. Cynthia Gracia

**APPENDIX B**  
CLASS SIZE – FREQUENTLY ASKED QUESTIONS

## **Class Size Reduction Amendment (Updated July 2014)**

### **1. Why are Florida's school districts and schools required to reduce the number of students per classroom?**

In November 2002, Florida's voters approved a state constitutional amendment (article IX, section 1) setting limits for the maximum number of students in a classroom by the start of the 2010-11 school year. These limits (class-size maximums) apply to individual classes, so that, by fall 2010, no classroom in which a core course is taught may contain more students than allowed by the constitutional limits. The class-size limits apply to classes in three grade groupings as follows:

<b>Grade Group</b>	<b>Maximum Number of Students Allowed in a Core Class by Fall 2010</b>
K – 3	18
4 – 8	22
9 – 12	25

The amendment requires the Florida Legislature to make provisions to ensure that school districts and schools comply with the class-size requirements. Although school districts had until fall 2010 to reach full compliance, the amendment has required districts with class sizes exceeding the limits to demonstrate measurable progress toward reducing class size since the 2003-04 school year.

The full text of the class-size reduction constitutional amendment is provided at:

<http://www.fldoe.org/ClassSize/pdf/amendment.pdf>

The 2011 legislature amended section 1003.03, Florida Statutes (F.S.), in section 15 of chapter 2011-55, Laws of Florida (L.O.F.), providing class-size flexibility to schools that enroll students after the October student membership survey. If a district school board determines that it is impractical, educationally unsound or disruptive to student learning, students may be temporarily assigned to a class that exceeds the maximums cited above. Up to three students may be assigned to a teacher in grade group K-3. Up to five students may be assigned to a teacher in grade groups 4-8 and 9-12. The district school board must develop a plan that provides that the school will be in full compliance by the next October student survey.

### **2. What legal authority guides implementation of Florida's class-size reduction amendment?**

In 2003, the Florida Legislature enacted chapter 2003-391, L.O.F., which implements the provisions of the class-size amendment and defines the progress that districts must make in reducing class size. The law substantially revised section 1003.03, F.S., and created section 1011.685, F.S., which established the class size operating categorical fund. Other sections of law were amended to fully implement the constitutional requirement.



**3. What progress were schools and districts required to demonstrate in reducing class size?**

Districts with class sizes that exceeded the constitutional class-size maximums had to reduce class size by at least two students per year until 2010-11 (or until reaching compliance with the constitutional maximums) according to the following schedule and measures:

**2003-04 to 2005-06**

Progress toward class-size reduction was measured using average class size for grade groups K-3, 4-8 and 9-12 at the district level. Districts with average class sizes exceeding the constitutional maximums must have reduced the average class size for each applicable grade grouping by at least two students per year until their class-size averages no longer exceeded the constitutional maximums.

**2006-07 to 2009-10**

Progress toward class-size reduction was measured at the school level. Each school with average class sizes exceeding the constitutional maximums must have reduced its average class size for each applicable grade grouping by at least two students per year or until its class-size averages no longer exceeded the constitutional maximums.

**2010-11**

Class-size reduction was measured at the classroom level. Class-size counts documented classrooms in which the number of students exceeded the constitutional maximums and included the number of students in excess of the constitutional maximums for each of these classes. Required progress for each school was based on these counts.

**4. How is “class” defined for purposes of calculating class size?**

A class is identified as a course/section combination with one or more teachers scheduled in a particular room, in a particular school, in a specified term, and during a specific period and day of the week. The count of students meeting for that class section constitutes the class size.

**5. Which courses/classes are considered in the calculation of class size?**

Courses in academic areas that are defined as core-curricula courses are included in the class-size calculation. Core-curricula courses are defined by grade groups. The following definitions may be found in section 1003.01, F.S.:

(14) “Core-curricula courses” means:

- (a) Courses in language arts/reading, mathematics, social studies, and science in prekindergarten through grade 3, excluding any extracurricular courses pursuant to subsection (15);
- (b) Courses in grades 4 through 8 in subjects that are measured by state assessment at any grade level and courses required for middle school promotion, excluding any extracurricular courses pursuant to subsection (15);
- (c) Courses in grades 9 through 12 in subjects that are measured by state assessment at any grade level and courses that are specifically identified by name in statute as required for high school graduation and that are not measured by state assessment, excluding any extracurricular courses pursuant to subsection (15);
- (d) Exceptional student education courses; and

(e) English for Speakers of Other Languages courses.

The term is limited in meaning and used for the sole purpose of designating classes that are subject to the maximum class size requirements established in s. 1, Art. IX of the State Constitution. This term does not include courses offered under ss. 1002.321(4)(e), 1002.33(7)(a)2.b., 1002.37, 1002.415, 1002.45, and 1003.499, F.S.

(15) “Extracurricular courses” means all courses that are not defined as “core-curricula courses,” which may include, but are not limited to, physical education, fine arts, performing fine arts, career education, and courses that may result in college credit. The term is limited in meaning and used for the sole purpose of designating classes that are not subject to the maximum class size requirements established in s. 1, Art. IX of the State Constitution.

**6. Are blended learning courses considered in the calculation of class-size compliance?**

No. Blended courses are exempt from inclusion in the calculation of class-size compliance, pursuant to section 1003.01(14), F.S.

**7. Are virtual education courses considered in the calculation of class-size compliance?**

No. Virtual education courses are exempt from inclusion in the calculation of class-size compliance, pursuant to section 1003.01(14), F.S.

**8. Are exceptional student education (ESE) courses considered “core” courses?**

Yes. ESE courses are considered core-curricula courses.

**9. Does the class-size amendment pertain to both academic and elective courses?**

The amendment pertains to core courses. Courses outside the core curriculum, such as physical education classes and fine arts classes, are not included. An elective course can be a core course if it falls under one of the classifications listed in the response to question 5. In section 15, chapter 2011-55, L.O.F., the 2011 legislature assigned responsibility to the Florida Department of Education to specify core-curricula courses.

**10. What is the maximum class-size requirement for school-year Voluntary Prekindergarten Programs?**

The maximum number of students in each public school prekindergarten school-year class is 20 students, pursuant to section 1002.63(7), F.S. Each school-year prekindergarten class in a public school composed of 4-11 students must have at least one prekindergarten instructor who meets each requirement in section 1002.55(3)(c), F.S. Each school-year prekindergarten class composed of 12 or more students must have, in addition to a prekindergarten instructor who meets the requirements of section 1002.55(3)(c), F.S., at least one adult prekindergarten instructor who is not required to meet those requirements, but who must meet each requirement of section 1002.63(5), F.S.

**11. What is meant by “average class size” for districts and schools?**

“Average class size” means the average number of students per class for a specified group of classes. Average class size is measured by adding the number of students assigned to each class in a specified group of classes and dividing this compiled number of students by the number of classes in the group.

**12. How does average class size differ from a student/teacher ratio?**

A student/teacher ratio does not provide class-size information insofar as the ratio is derived by dividing the number of a school’s (or district’s) students in membership by the number of staff who are classified as teachers at the school (or district). Student/teacher ratios do not account for the number of classes taught during the day or how many students are assigned to each of the classes. Thus, student/teacher ratios do not provide information based on class-level data.

Average class size, on the other hand, is based on counts of students assigned to specific classes.

**13. Are charter schools subject to compliance with the class-size reduction law?**

Yes. The 2010 legislature clarified that charter schools must comply with section 1003.03, F.S., relating to maximum class size, except that the calculation for compliance is for the school average by grade group.

**14. Are district-operated schools of choice subject to compliance with the class-size reduction law?**

Yes. The 2013 legislature revised section 1002.31(9), F.S., requiring district-operated schools of choice to comply with section 1003.03, F.S., relating to maximum class size, with the calculation for compliance at the school average by grade group.

**15. How is compliance with this amendment determined?**

Compliance with the class-size amendment is determined from student course records submitted to the department from the October student membership survey.

**16. How is class size calculated for traditional public schools?**

The steps for calculating class size are summarized as follows:

1. Count the number of students in each class within each room/period.
2. For students reported multiple times in a single room/period combination, count each student only once. Students are occasionally assigned to more than one course for a class, e.g., ESE students enrolled in both an ESE course and mainstream course for a given class period.
3. Determine main course taught in each room/period based on the course with the majority of students.
4. Determine the main grade taught in each room/period based on the grade with the majority of students in the main course.
5. Determine whether or not the main course is a “core” course.
6. Count the number of unduplicated students in each room/period, allowing for adjustments based on scheduling method.

**17. How is class size calculated for charter schools and district-operated schools of choice?**

The steps for calculating class size are summarized as follows:

1. Count the number of students in each class within each room/period.
2. For students reported multiple times in a single room/period combination, count each student only once. Students are occasionally assigned to more than one course for a class, e.g., ESE students enrolled in both an ESE course and mainstream course for a given class period.
3. Determine the main course taught in each room/period based on the course with the majority of students.
4. Determine the main grade taught in each room/period based on the grade with the majority of students in the main course.
5. Determine whether or not the main course is a “core” course.
6. Determine the numerator by compiling the total unduplicated count of students based on the main grade of each class for which the main course is “core,” allowing for adjustments based on scheduling method. Then, add up these student counts for all classes.
7. Determine the denominator by counting all classes in which the main course is “core.”
8. Calculate the class size for each grade group range of the school (K-3, 4-8, 9-12) by dividing the numerator (student count) by the denominator (class count).

**18. How is the class-size calculation affected by multiple teachers in the same classroom?**

If more than one teacher is responsible for *all* of the students in a classroom, the total number of students in the classroom is divided by the number of teachers assigned to these students to determine class size.

**19. Does the number of teacher aides affect class-size calculations?**

No. Teacher aides are not counted in the class-size calculation.

**20. What measures/options does section 1003.03(3), F.S., offer districts for implementing the class-size amendment?**

- Provide dual enrollment courses at state/community colleges.
- Provide for enrollment in courses offered by the Florida Virtual School and other virtual instruction options.
- Repeal school board policies that require students to have more than the state-required level of 24 credits to graduate from high school.
- Allow students to graduate from high school as soon as they pass the grade 10 Florida Comprehensive Assessment Test and complete the courses required for high school graduation.
- Use methods to maximize use of instructional staff, such as changing required teaching loads and scheduled planning periods, deploying district employees who have professional certification to the classrooms and using adjunct educators.
- Use methods to reduce the cost of school construction.
- Use joint-use facilities through partnerships with state/community colleges, state universities, and private colleges and universities.
- Adopt alternative methods of class scheduling, such as block scheduling.

- Redraw school attendance zones to maximize use of facilities while minimizing the need for transportation.
- Operate schools beyond the normal operating hours to provide classes in the evening or operate more than one session of school during the day.
- Use year-round schools and other nontraditional calendars that do not adversely impact annual assessment of student achievement.
- Review and consider amending any collective bargaining contracts that hinder the implementation of class-size reduction.
- Use any other approach not prohibited by law.

**21. Are funds available to assist districts with meeting the requirements for the class-size reduction amendment?**

Since the 2003-04 fiscal year, the Florida Legislature has provided funds to reduce the average number of students in each classroom until no classroom exceeds the class-size requirements. Article IX, section 1 of the Florida Constitution requires the legislature to make provisions for the implementation of class-size requirements.

To see how much funding has been provided to school districts to date, please see:

<http://www.fldoe.org/classsize/>

**22. Can federal funds be used to meet class-size reduction requirements?**

Federal funds may be used to supplement, ***not supplant***, state and local funds to meet the requirements of the class-size reduction amendment. The district must be able to provide appropriate documentation for auditors to review if federal funds are used for this purpose.

**23. What is FISH?**

FISH stands for Florida Inventory of School Houses. A FISH number is assigned to each physical classroom in which students are taught. The class-size calculation uses FISH numbers to identify classrooms. The Educational Facilities Information System assigns and coordinates the FISH identification numbers for all classrooms. Please see <http://www.fldoe.org/edfacil/fish.asp> for more information.

**24. Are there financial penalties associated with noncompliance with class-size requirements?**

Yes. For each district that is out of compliance with class-size requirements, section 1003.03(4), F.S., requires the department to calculate a reduction in the district's class-size allocation. Class-size funds are then reallocated to districts that are fully in compliance with class-size requirements.

For a more detailed explanation of the class-size reduction and reallocation calculation, please see <http://www.fldoe.org/ClassSize/pdf/ReductionReallocationCaclulation.pdf>.

**25. Other than financial penalties, how else are districts held accountable for complying with class-size requirements?**

Pursuant to section 1003.03(4)(e), F.S., each district that has not complied with class-size requirements must submit by February 1 a class-size compliance plan, certified by the district

school board, that describes the specific actions the district will take to fully comply with class-size requirements by October of the following school year.

**26. Is there a template districts can use to develop a class-size compliance plan? What is the process for submitting the class-size compliance plan?**

The following template may be used by districts that need to develop a class-size compliance plan (districts are not required to use this template):

<http://www.fldoe.org/ClassSize/pdf/1314cscmd.pdf>

Districts should send their board-certified class-size compliance plans to [K12Verify@fldoe.org](mailto:K12Verify@fldoe.org).

**27. Is there an appeals process? How does it work?**

Yes. Section 1003.03(4)(c), F.S., authorizes the commissioner to recommend an alternate reduction amount if there is evidence that class-size requirements were not met despite appropriate efforts to do so or because of an extreme emergency. A district or charter school may appeal to the commissioner by submitting evidence documenting why the class-size requirements were not met. The appeal should be based on extenuating circumstances, such as data reporting errors. Such appeals are considered on a case-by-case basis.

The deadline for submitting appeals and all supporting documentation to the commissioner is in mid-December. Appeals on the basis of data reporting errors should be submitted through the web application at <http://app2.fldoe.org/ClassSizeAppeal/>. Supporting documentation should be sent to [K12Verify@fldoe.org](mailto:K12Verify@fldoe.org).

Based upon appeals, the commissioner may recommend alternative reduction amounts to the Legislative Budget Commission no later than February 15.

**28. Does the district have to submit a class-size compliance plan if it is appealing?**

Yes. If a district is found to be out of compliance with class-size requirements, it must submit a class-size compliance plan pursuant to section 1003.03(4)(e), F.S.



# TECHNICAL ASSISTANCE FREQUENTLY ASKED QUESTIONS

## Frequently Asked Questions

### 1. What is FISH?

FISH is the acronym for Florida Inventory of School Houses. It is a state file of room numbers submitted by M-DCPS to report class size information.

### 2. What is a POD?

Multiple classes are taught in one large classroom (with one FISH number) separated by temporary “walls”.

### 3. What Qualifies as a POD?

Depending on the main grade in the classroom, the multiple use instructional space will be determined by the following criteria:

<u>Grade Group</u>	<u>Net Square Footage</u>
PK-3	1763
4-8 1715	
9-12	1599

### 4. What is a Relocatable?

*A stand-alone building not attached to the permanent facility. Also referred to as a portable.*

### 5. What is an Instructional room?

A room used to provide instruction to students.

### 6. Why are the FISH room numbers so large?

The FISH room numbers are elements based on the FISH number assigned by each district to every classroom in the district. If a FISH number has been assigned, then the FISH number should be entered in the following configuration:

Positions 1-5	=	Facility
Position 6	=	Facility Suffix
Positions 7-11	=	Parcel
Positions 12-16	=	Building
Positions 17-21	=	Room

### 7. How often is the FISH room file updated?

The FISH room file is updated weekly on Friday nights.

### 8. Do Charter Schools or contracted programs (non-facilities) need to enter the ISIS Course Record screen (PF9) room numbers on the FISH/ISIS ROOM DISPLAY/UPDATE screen?

There are no FISH room numbers for Charter Schools or contracted programs (*example: DJJ*). Per state reporting instructions, ITS will create FISH room numbers when transmitting data to the state. However, room numbers must be entered on the ISIS COURSE RECORD screen (PF9).

**9. The Art, Music or PE teacher is not assigned to a permanent room and provides instruction in the homeroom teachers' rooms. What room number should be entered on the FISH screen?**

Art, Music and PE classes are not reported at this time. Schools may enter the homeroom teachers' room numbers on the ISIS COURSE RECORD screen (PF9).

**10. What is the procedure when new buildings or relocatables do not appear on the FISH Survey report?**

Schools should notify Educational Facilities Administration at (305) 995-4683 or fax a request to (305) 995-4730. The state FISH file is downloaded weekly and will reflect new buildings and rooms as they are sent to the state from M-DCPS.

**Reminder: Check the FISH/ISIS ROOM DISPLAY/UPDATE screen. When the new buildings appear, update the information.**

**11. How does a school request FISH Inventory and FISH Drawing Reports?**

Schools should notify Educational Facilities Administration at (305) 995-4683 or fax a request to (305) 995-4730.

**12. How does a school request an ISIS/FISH Room Report?**

The ISIS/FISH ROOM REPORT can be ordered through the ISIS On-Line Report Request System.

**13. When is the ISIS/FISH Room Report produced?**

The ISIS/FISH ROOM REPORT is produced each Friday for the three weeks preceding the October and February Surveys (2 & 3) and mailed to the schools. The report is also available through the ISIS on-line Report Request System. The FISH room files are downloaded each week to add new FISH numbers to the FISH/ISIS ROOM DISPLAY/UPDATE screen when new ones are added to the state file.

**14. The school has buildings that have the same room number for each building. All of the buildings are not showing on the FISH Drawing report and therefore are not showing on the FISH/ISIS ROOM DISPLAY/UPDATE screen. The school entered the same room number for each of the teachers in the different buildings on the ISIS COURSE RECORD (PF9) screen. This has inflated the population for that room. How can this be resolved?**

The school needs to make the room numbers unique on the ISIS COURSE RECORD screen (PF9) for the buildings that do not appear on the FISH/ISIS ROOM DISPLAY/UPDATE screen (example: 101, A101, B101). When there is not a FISH room number on the FISH/ISIS ROOM DISPLAY/UPDATE screen, ITS will report the ISIS COURSE RECORD screen (PF9) room number to the FLDOE when this information is transmitted. The school should contact Educational Facilities Administration at (305) 995-4683 or fax a request to (305) 995-4730 regarding the missing buildings on the FISH Drawing report.