M E M O R A N D U M

March 3, 2003

TO: All Schools

FROM: Information Technology Services

SUBJECT: **CLASS SIZE DATA COLLECTION SCREEN**

Effective Monday, March 3, 2003, the FISH / ISIS ROOM DISPLAY / UPDATE screen for entering the matching Master Schedule room numbers to the Florida Inventory of School Houses (FISH) room numbers is available. ITS has downloaded the FISH room numbers to the new screen. The associated Master Schedule room numbers must be entered next to the FISH room number. To access the new screen:

1. Take selection 3, on the ISIS Main menu
2. Take selection 2, on the School Information System Applications Menu
3. Press enter on the FISH / ISIS ROOM DISPLAY / UPDATE screen to display the FISH NUMBER
4. Type the ISIS ROOM NUMBER beside each associated FISH NUMBER; press enter
5. Press enter to view additional rooms

On February 21, 2003, a memorandum titled ***IMPORTANT *** CLASS SIZE DATA COLLECTION that listed dates for entering the required information was sent to all schools. The Department of Education (DOE) has notified the District that the date for reporting the room information for calculating the baseline class size figures has been extended. The date for updating/changing the room numbers on the Course Record Screen (PF9) has been changed from March 7 to March 21. The date for updating the new FISH / ISIS ROOM DISPLAY / UPDATE screen has been changed from 5:00 PM March 13 to 5:00 PM March 27.

If you have questions regarding the FISH room numbers, maps or reports, please call Mr. Santiago Ceballos, Manager II, Document Management, at 305-995-4554. If you have any questions regarding this process, please call Support Services at 305-995-3705(0).