M E M O R A N D U M

March 5, 2003

TO: All Schools

FROM: Information Technology Services

SUBJECT: **CLASS SIZE DATA COLLECTION CLARIFICATION**

Information Technology Services (ITS) would like to thank schools for their cooperation with the collection of the required Class Size Data information that will be used for calculating the baseline class size figures toward tracking the District's implementation of Constitutional Amendment 9. ITS has received several questions regarding the process for collecting and reporting this information. The purpose of this memorandum is to clarify this process.

Information Technology Services downloaded the state file of Florida Inventory of School House (FISH) room numbers to the new FISH / ISIS ROOM DISPLAY / UPDATE screen in ISIS. Schools must enter the corresponding room number used on the Master Schedule next to the FISH room number. The only FISH lines that must have a corresponding room number are those used for **instructional purposes** and are reflected as such in the Master Schedule. 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.

Listed below are some questions that have been received:

QUESTION: Why are the FISH room numbers so large?
ANSWER: See FISH number configuration below:

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

QUESTION: The Art, Music or PE teacher is not assigned to a permanent room and provides instruction in the classroom teachers' rooms. What room number should be entered on the FISH screen?
ANSWER: Enter the classroom teachers' room numbers on the Master Schedule. That room number will be entered on the FISH screen.

QUESTION: Do Charter Schools or contracted programs (non M-DCPS facilities) need to enter the Master Schedule room numbers on the FISH screen?
ANSWER: There are no FISH room numbers for Charter School or contracted programs. Per state reporting instructions, ITS will create FISH room numbers when transmitting data to the state. **However, room numbers must be entered on the Course Record screen (PF9) in ISIS.**

QUESTION: New buildings or portables appear on the FISH survey report, but are not reflected on the FISH screen.
ANSWER: The state file did not include these buildings or portables. The state's file needs to be updated. Schools should notify Mr. Santiago Ceballos at 305-995-4554.

QUESTION: New buildings or portables **do not** appear on the FISH survey report.
ANSWER: Schools should notify Mr. Santiago Ceballos at 305-995-4554.

Due to the short time given by the state to collect this data, it was impossible to anticipate all situations. If your situation has not been addressed above, please call Support Services at 305-995-3705(0). Some situations will require consultation with other M-DCPS offices to obtain answers. Support Services will respond as quickly as possible.

Schools should reference their FISH Inventory and FISH Drawing reports for matching the Master Schedule room number with the FISH room number. It is important to note that Capital does not enter FISH data until they receive required information from the architects. Therefore, some of this information is not available. If you have questions regarding the FISH Inventory or FISH Drawing report or need a copy of these reports, please call Mr. Santiago Ceballos, Manager II, Document Management, at 305-995-4554. Please do not call Mr. Ceballos for information regarding ISIS, teacher or class information.

All questions regarding ISIS updating, teacher or class information should be directed to Support Services at 305-995-3705(0).

Schools are reminded of the following timeline for completing the required information. The room numbers must be entered on the Course Record screen (PF9) in ISIS by 5:00 pm March 21. The FISH / ISIS ROOM DISPLAY / UPDATE screen must be entered by 5:00 pm March 27.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).