

# **ELEMENTARY GRADE REPORTING AND FALL PROCESSING CALENDAR**

## **February 2003 - August 2003**

2/1	ISIS available for future school activity.
2/6	ITS begins the printing of Student Subject Selection Forms (preprinted) and Student Control Lists.
2/3-2/7	FTE Week for 021 Survey 3.
3/14	Automatic assignment of future school and grade.
3/21	File freeze for third reporting period.
3/27	End of third reporting period.
4/1	ISIS available for summer session entry.
4/1	Schools begin entering homeroom sections and teacher employee numbers for summer.
4/2	Begin printing of Student Data Cards for Spring Registration.
4/8	Progress Reports for third reporting period available to schools.
4/8	Future schools (receiving schools) complete entry of feeder (future) students.
TBA	ITS begins creating Course Offering and Master Schedules for summer.
6/6	File freeze for fourth reporting period.
6/11	End of school year 2002-2003 (021).
6/13	ITS copies Current Special Program into Summer Special Program.
6/20	Students in Dropout Prevention programmatically withdrawn.
6/24	Progress Reports for fourth reporting period available to schools.
6/24	Schools request Summer Student List and Summer Special Program List.
6/27	Begin print of Attendance Transmittal Cards for summer session.
7/7	Begin summer session.
TBA	No-Show processing for summer session.
TBA	FTE week for summer session Survey 1.
TBA	Deadline for updating teacher information and sectioning of students for summer (5:00 p.m.).
TBA	Deadline for updating Summer Special Program screens (5:00 p.m.).
TBA	DECO processing Survey 1 begins.
TBA	File freeze for summer session.
TBA	End of summer session.
TBA	Progress reports for summer session available to schools.
TBA	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on TBA until 5:30 a.m. on TBA.
TBA	ITS will process DECO Survey 5 at 5:00 p.m.
TBA	Postal notification cards mailed to transported students by ITS.
TBA	Process Attendance Transmittal Cards and Student Data Cards beginning at 5:00 p.m.
TBA	Rollover for 031.
TBA	Begin 031.

Prepared by Systems User Support Center - February 2003