<p style="text-align:center">**REVISION IN RED**</p>

M E M O R A N D U M

August 8, 2003

TO: Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY PROGRAM ASSIGNMENT - GRADEBOOK SCHOOLS REVISED**

To allow schools using an electronic gradebook program to download class files for the opening of the 2003-04 school year, the Elementary Academic Program Assignment must be completed prior to the opening of school. Schools must be aware of the following important dates and procedures to insure accurate ISIS files for processing CASAS, FTE and grade reporting.

8/8 thru 8/12 – Verify student grade and homeroom sections.

8/12   File Freeze for printing of Student Academic Program Assignment Forms (SAPAF). All student entries, grades and homeroom changes must be completed by 5:00 P.M.

8/18   SAPAF forms and Teacher Assignment Worksheets are due out from ITS.

Enter Spanish-S and Spanish-SL student/teacher information for grades 1-5. (Reminder: For CASAS, the Spanish-S and Spanish-SL information entered in ISIS is used for allocation.)

Verify and update the ART, MUSIC and P.E. teacher information. The information from the previous school year has been retained on file. To verify this information, schools will need to enter the employee number and subject for the previous year's teachers. The ELEMENTARY ART, MUSIC, P.E. TEACHER INFORMATION screen has been modified to allow schools to change and delete the teacher's employee number. **NOTE: Deleting a teacher's employee number will also delete all records for that teacher.**

8/20   Completed SAPAF forms due at ITS. All updating of pullout and Spanish-S and Spanish-SL teacher/student information must be completed.

IMPORTANT: Room numbers are required and should be entered on the SAPAF forms. However, if using alpha room numbers, schools will need to update the room on the Course Record (PF9) screen after SAPAF processing is completed.

8/22   The Course Master and student file for 031 is created based on SAPAF forms. Schools receive Class Master List Seat Inventory and Student List from ITS. Schools begin verifying Master Schedule information and make all necessary adjustments in ISIS. If pullout teacher information and Spanish-S and Spanish SL are entered by 8/12, changes should be minimal.

10/13   Schools should request a FTE simulation for Survey 2 (October).

10/17   FTE Survey 2 is processed for all schools. All student and Master Schedule changes must be completed.

A booklet titled "Elementary Grade Reporting" that provides detailed instructions for the elementary report card process, will be available online by August 8, 2003, at http://oit.dadeschools.net/nis/online.htm.

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