

MEMORANDUM

TO: Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY PROGRAM ASSIGNMENT PROCEDURES**

Schools must be aware of the following important dates and procedures to insure accurate ISIS files for processing CASAS, FTE and grade reporting.

8/18 thru 9/5 – Verify student grade and homeroom sections.

8/18 thru 9/15 – 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.

- 8/27 ITS produces Art, Music and P.E. Teacher Number Edit Report and contacts schools.
- 8/29 ITS produces and mails the Academic Program Assignment Worksheets to all schools
- 9/5 File Freeze for printing of Student Academic Program Assignment Forms (SAPAF). All student entries, grades and homeroom changes must be completed by 5:00 PM.
- 9/8 SAPAF forms are due out from ITS.
- 9/11 ITS produces second run of Art, Music and P.E. Teacher Number Edit Report and contacts schools.
- 9/15 Completed SAPAF forms due at ITS. All updating of pullout and Spanish-S and Spanish-SL teacher/student information must be completed.
- 9/23 Course, Master and student file for 031 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 9/15, 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, is available online at:

<http://www.dadeschools.net/ehandbook/index.htm>

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