

MEMORANDUM

TO: Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY PROGRAM ASSIGNMENT TIMELINES**

The Student Academic Program Assignment Forms (SAPAF) will be printed beginning Friday, September 5, 2003. In preparation for this process, each school MUST verify that all students are in the correct grade level and homeroom prior to that date.

The SAPAF forms are due at Information Technology Services (ITS) on Monday, September 15. Prior to that date, the following information should be completed:

1. Schools should 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. Detailed instructions for this process are in a booklet titled "Elementary Grade Reporting." This booklet is available online at <http://www.dadeschools.net/ehandbook/index.htm>.
2. Spanish-S and Spanish SL teacher information for grades 1 – 5 should be entered.

Schools should reference the e-mail sent on August 15, 2003, subject "Elementary Program Assignment Procedures" for additional information and timelines.

If there are questions regarding this memo, schools should call Support Services at 305-995-3705(0).