

MEMORANDUM

TO: All Elementary Schools
 FROM: Information Technology Services (ITS)
 SUBJECT: **** URGENT ** SUMMER SCHOOL INFORMATION 03S - ELEMENTARY**

All schools open for summer are reminded of the following important dates:

Thursday	June 12	Summer grade and homeroom selection in PARIS is available.
Friday	June 13	ITS copies the current special program information into the summer term for students registered for summer. Schools begin updating summer special programs.
Friday	June 20	Students in Dropout Prevention programmatically withdrawn.
Friday	June 27	Begin printing Attendance Transmittal Cards for all students registered for summer.
Monday	July 7	Begin summer term (03S). Schools should order Special Program listings to verify students, courses, hours and teacher employee numbers.
Tuesday	July 8	Removal of no-shows for summer is processed.
Monday - Friday	July 14 - 18	FTE Week (Survey 1).
Friday	July 18	FTE Survey 1 processed. Deadline for updating Teacher information, verifying all student special programs, and sectioning of students for summer.
Monday	July 21	DECO processing for Survey 1 begins.
Friday	August 1	Deadline for entering students' courses. Summer session ends. Per the direction of the Superintendent, the summer session for elementary schools has been changed from 15 to 20 days.

The "Summer Session Informational Bulletin for Elementary Schools" that describes this process in detail is available online at:

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

If you have any questions regarding the process described in this bulletin, please call Support Services at 305-995-3705(0).