

MEMORANDUM

TO: All Elementary School Principals

FROM: Information Technology Services

SUBJECT: **SUMMER SCHOOL PROCEDURES - ELEMENTARY**

The purpose of this memorandum is to clarify the summer school procedures for the 2003 summer session. Based on School Board Action, the criteria for attending summer school has reduced the number of students eligible to attend. Students who are eligible will receive instruction in Reading only. Due to this eligibility requirement, many K-5 schools will be closed and students will be sent to other locations. K-8 Centers will be open for **only** their elementary students. To facilitate the summer process, the following actions are necessary.

Student Registration

1. To assist the open schools with the registration process, the closed schools may enter their students into the appropriate open school in ISIS. The open/closed schools should communicate with each other to facilitate this process.
2. ITS will print optional Summer School Subject Selection Forms for schools electing to use these forms. If schools elect to use these forms, they should call Production Control at 305-995-3705(5) to request the forms. These forms may be used to assist with the data entry process of students, however, schools are reminded that the use of these forms is **optional**.
3. Once students have been entered into ISIS, open schools should concentrate on entering ESE, LEP and Dropout Prevention student information.
4. The date that all students must be registered for summer is June 27, 2003. On that date, ITS will begin printing the Summer Attendance Transmittal cards.

Student Scheduling/Grade Reporting

1. Due to the limited number of courses offered for the summer session, Information Technology Services (ITS) **will not** create the Master Schedule programmatically. Schools will be required to create the Course Offering and Master Schedule. The course code to be used is 51005700100 (School Readiness). Detailed instructions for this process are available in the *Summer Session Informational Bulletin for Elementary Schools*.
2. Once the Master Schedule is completed, each student must have the course added to the Student Record / Subject screen (PF1). This must be done to reflect the students' summer school participation on the Permanent Record document.
3. Given the nature of the eligibility requirement, a decision was made that students not receive an academic grade. Therefore, ITS will not produce Grade Reporting Forms (bubble sheets).

The *Summer Session Informational Bulletin* for Elementary Schools has been prepared to assist schools with the computerized summer registration and academic file preparation process. This bulletin 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).