

OFFICE OF INFORMATION TECHNOLOGY

MEMORANDUM

February 14, 2003

TO: Elementary School Principals

FROM: Information Technology Services

SUBJECT: **Elementary Spring Registration and Transmittal Procedures**

Attached is the Elementary Grade Reporting and Fall Processing Calendar showing all important dates for the remainder of the 2002-2003 school year. A revised calendar of those dates that are unavailable at this time will be sent to schools when dates are determined. This calendar is available online at <http://www.dadeschools.net/calendars/index.htm>.

Also included with memo is the booklet titled *Secondary Spring Registration and Transmittal Procedures*. This booklet was prepared in an effort to assist elementary schools with the computerized future registration process. This booklet is available online at <http://www.dadeschools.net/ehandbook/index.htm>.

If any assistance or clarification regarding this memorandum is required, please call Support Services at 305-995-3705(0).

Attachments

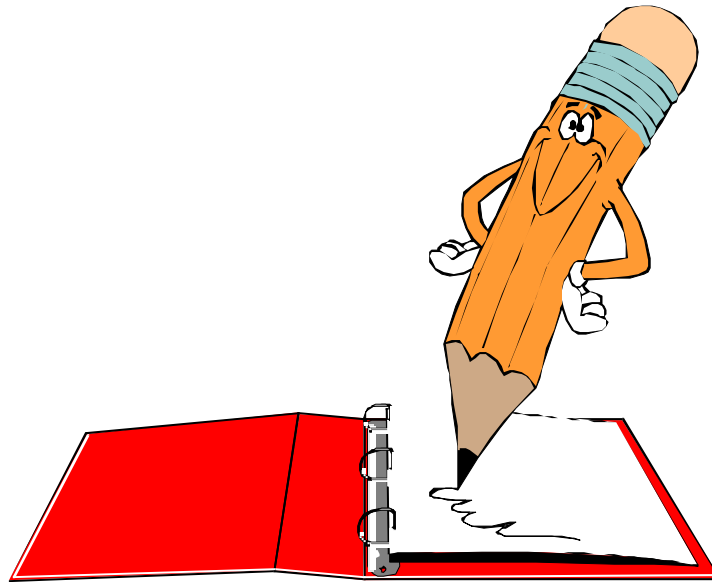
ELEMENTARY GRADE REPORTING AND FALL PROCESSING CALENDAR

February 2003 - August 2003

2/1	ISIS available for future school activity.
2/6	ITS begins the printing of Student Subject Selection Forms (preprinted) and Student Control Lists.
2/3-2/7	FTE Week for 021 Survey 3.
3/14	Automatic assignment of future school and grade.
3/21	File freeze for third reporting period.
3/27	End of third reporting period.
4/1	ISIS available for summer session entry.
4/1	Schools begin entering homeroom sections and teacher employee numbers for summer.
4/2	Begin printing of Student Data Cards for Spring Registration.
4/8	Progress Reports for third reporting period available to schools.
4/8	Future schools (receiving schools) complete entry of feeder (future) students.
TBA	ITS begins creating Course Offering and Master Schedules for summer.
6/6	File freeze for fourth reporting period.
6/11	End of school year 2002-2003 (021).
6/13	ITS copies Current Special Program into Summer Special Program.
6/20	Students in Dropout Prevention programmatically withdrawn.
6/24	Progress Reports for fourth reporting period available to schools.
6/24	Schools request Summer Student List and Summer Special Program List.
6/27	Begin print of Attendance Transmittal Cards for summer session.
7/7	Begin summer session.
TBA	No-Show processing for summer session.
TBA	FTE week for summer session Survey 1.
TBA	Deadline for updating teacher information and sectioning of students for summer (5:00 p.m.).
TBA	Deadline for updating Summer Special Program screens (5:00 p.m.).
TBA	DECO processing Survey 1 begins.
TBA	File freeze for summer session.
TBA	End of summer session.
TBA	Progress reports for summer session available to schools.
TBA	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on TBA until 5:30 a.m. on TBA.
TBA	ITS will process DECO Survey 5 at 5:00 p.m.
TBA	Postal notification cards mailed to transported students by ITS.
TBA	Process Attendance Transmittal Cards and Student Data Cards beginning at 5:00 p.m.
TBA	Rollover for 031.
TBA	Begin 031.

ELEMENTARY

Spring Registration and Transmittal Procedures



February 2003



TABLE OF CONTENTS

Introduction.....	1
Students Attending an Elementary School Within the District Next School Year.....	2
Determination of Student's Future School and Grade	2
Assignment of Homeroom Section Numbers	4
Updating of Grade Promotion Status.....	5
Current Students	5
Students Entered After the Automatic Assignment of Future School.....	5
Future Student Services / Exceptional Ed / Special Programs	5
Processing by ITS	6
Elementary to Middle Feeder School Process	6
Summary of Procedures.....	6
Identification and Transmittal Procedures for Feeder Students.....	7
Action Required of Sending School	7
Action Required of Receiving School	8
Transmittal Lists	8
Reevaluation by Sending School After Final Grades	8
Future Transmittal Adjustment Form	9

ELEMENTARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES

INTRODUCTION

The Integrated Student Information System (ISIS) does not provide for a student to be registered in more than one current school or preregistered in more than one future school. The procedures in this document have been developed in order to minimize conflicts and to clarify the process for elementary schools.

During the first week in February, Information Technology Services (ITS) produces for all students in grades 6 through 11, and for students in grade 5 of elementary schools feeding 6 grade middle schools the following:

One Student Subject Selection Form. Schools can request an optional set by following the instructions in the memo, *Student Subject Selection Cards*, sent via electronic mail during the month of January each year.

One Student Control List corresponding to the sequence of the *Student Subject Selection Cards*.

Prior to Spring Registration (a date established by ITS and Attendance Services each year), ITS will produce and send the following to elementary schools:

One Student Data Card. One card for each current student in all non-feeding grade levels (PK through 4 or 5).

If there are questions regarding attendance policies or procedures, schools should call Attendance Services at 305-882-1855.

For questions regarding online processing, schools should call the Systems User Support Center at 305-995-3705(0).

ELEMENTARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES

Students Attending an Elementary School Within the District Next School Year

ITS will automatically future students in ISIS on a specified date. Schools are not required to take any action with these students except for the assignment of future homeroom section numbers.

Determination of Student's Future School and Grade

- A. **Students in grades which are assigned totally to other elementary schools**
(Programmatically futured by ITS)

Current established feeder patterns which will remain next school year. No action required by either sending or receiving school.

New feeder patterns which may be established next school year. No action required by either sending or receiving school.

- B. **Students in grades which are not assigned totally to other elementary schools**

Split grade feeder patterns (students feed to several different schools). In this situation, the current school must send *Transmittal Lists* to the appropriate schools. The new schools will enter the students using the *Future School Entry* screen.

- C. **Students Promoted to Middle School**

Detailed instructions for processing students in this category can be found in the section of this booklet titled "*Elementary to Middle Feeder School Process*," (page 6). For those students who are to be retained, the school should follow the directions in section E below, titled "*Students Remaining in the Current School*."

- D. **Reassignment of Students Due to School Boundary Changes**

In this situation, the current school must send *Transmittal Lists* to the appropriate schools. The new schools will enter the students using the *Future School Entry* screen.

- E. **Students Remaining in the Current School**

Students *promoted* to the next grade level. These students are expected to attend the same school next year and be promoted to the next higher grade level. Schools are not required to take any action with these students except the assignment of the future homeroom section.

Students being *retained* in the same grade and school for the next school year. Process these students as future students with the appropriate grade level and homeroom section number using the *Future School Change* screen in ISIS.

ELEMENTARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES

Determination of Student's Future School and Grade (continued)

F. **Individual Student Transfers After the Last Day of School**

Included in this category are students who will attend another elementary school within the district because of change of address or administratively approved transfer.

The current school should issue a "Notice of Transfer" form to the parent for each child indicating the grade level for the next school year. The date of the transfer must be the day following the last day of school. The established district policy for transfers should be followed.

G. **Students New to the District for the Next School Year**

Students initially entering a school within the district are to be processed in the established manner in ISIS. Schools should complete a blank *Student Data Card* with the next school year's school and grade level. Using the *Future School Activity* of ISIS, enter the student as **new** to the district. The status of the student will be "**P**" (Preregistered).

H. **Inactive Students Returning to the Same District**

Students who have attended a school within the district in the past, but are not currently registered, are to be preregistered. Complete a blank *Student Data Card* with the next school year's school and grade level. If the student ID is unknown, use the *Last Name Scan* in ISIS to obtain the ID number. If the student ID cannot be located in the system, schools should call Attendance Services. If the ID is located, the school must enter the student using the *Future School Entry with Address* screen. The status of the student will change from "**I**" (Inactive) to "**P**" (Preregistered).

NOTE: When processing the entry of a student from a private school, a "Y" (yes) must be entered in the Private School field (PVT).

I. **Students Leaving the District Effective with the Next School Year**

Students moving out of the district or transferring to a private school are to be processed in the established manner using the day *following* the last school day as the withdrawal date.

If a student is withdrawing from the district during the summer, the school must withdraw the student using the appropriate withdrawal code. This action will prevent the student being identified as a noshow in the fall.

*NOTE: If a student is preregistered for Summer School, a system withdrawal of the student by the current school **before the first day of Summer School**, will inactivate the student for Summer School.*

ELEMENTARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES

Assignment of Homeroom Section Numbers

All elementary students must have a homeroom section number on file for report card processing. After ITS has established future school and grade designations, schools should begin to section their entire future student population by using the following procedure:

1. Sign on to ISIS using the *Future School Activity*. On the *Future School Student Activity Menu* screen, choose selection "H," *Homeroom Change*. Enter the student ID number and corresponding homeroom section number or use the optional "Set Constants" feature. If a constant is entered, the computer will automatically update each student ID entered with the homeroom section constant entered.

Each homeroom must have a unique designation. A homeroom designation cannot be repeated. Homeroom designations may be numeric, alphabetic, or alpha/numeric.

Numeric Homeroom Examples:

<u>Teacher Name</u>	<u>Grade Homeroom Designation</u>	
Brown	03	301
Smith	02	202
Green	KG	K01

Alphabetic Homeroom Examples:

<u>Teacher Name</u>	<u>Grade Homeroom Designation</u>	
Brown	03	BRN
Smith	02	SMI
Green	KG	GRN

Alpha/Numeric Homeroom Examples:

<u>Teacher Name</u>	<u>Grade Homeroom Designation</u>	
Brown	03	BR3
Smith	02	SM2
Green	KG	GRK

2. After completing all future homeroom section updating, schools should request *Future Student Lists* in alphabetic within homeroom within grade sequence (Alpha/HR/Grade). These must be ordered through the Online Report Request System and should be used by the school to verify the future file in ISIS.
3. Future changes may be made throughout the summer until the day ISIS is inactivated for the fall rollover. Updated *Future Student Lists* may be requested at anytime prior to rollover.

Updating of Grade Promotion Status

The automatic assignment of future school and grade level will take place on a specified date each school year. At that time, all students will be programmatically recorded as promoted with the Grade Promotion Status indicator updated with a "P." After each school makes the determination of which students must be retained, summer school needed, or administratively placed, the following action(s) must take place:

Current Students

- E **Retained (R)** - Change the future grade level back to the correct grade level. The promotion status will be changed automatically.
- E **Summer School Recommended (Z)** - Change the future grade level to the next higher grade level (if necessary) and change the grade promotion status to **Z**.
- E **Administratively Placed (A)** - Change the future grade level to the appropriate grade (if necessary) and change the grade promotion status to **A**.

Students Entered After the Automatic Assignment of Future School

- E At the time of the initial future entry, ITS will update the grade promotion status based on the student's current grade level and the future grade level entered.

NOTE: All future grade level changes must be accompanied by a verification of the grade promotion status. All grade promotion status information must be verified and all necessary corrections made before transmission of Survey 5 records in August.

Future Student Services / Exceptional Ed / Special Programs

Information on the *Future Student Services / Exceptional Ed / Special Programs* screens should be updated while using the *Future Activity* in ISIS. Items that must be updated include:

- All related ESE Information
- All related Dropout Prevention Program Information
- All related LEP Information

Future Student Services / Exceptional Ed / Special Programs information will become the Current Student Services / Exceptional Ed / Special Programs information when the files are created for the next school year during the rollover process.

Processing by ITS

In August (date established by ITS each year), ITS will set the student files for the new school year (rollover). At that time, all future information becomes current information. Immediately after the rollover process, ITS will print for all Elementary Schools:

1. Student Data Cards (2)
2. Attendance Transmittal Card (1) (Calendar Attendance Card)
3. Student Information Lists

All items will be printed in alpha within homeroom section within grade sequence, if homerooms have been entered into ISIS.

Elementary to Middle Feeder School Process

ITS will provide *Student Subject Selection Forms* and a corresponding *Student Control List* for all students in the highest grade level within the elementary school that feeds to a middle school. Elementary schools should utilize the forms to identify students in the following categories:

P - PASSING:	Eligible for promotion upon successful completion of the school year.
R - RETAINED:	Not eligible for promotion according to the Pupil Progression Plan as applied at the time of evaluation.
Z - SUMMER SCHOOL RECOMMENDED:	Upon successful completion of summer school, student will be eligible for promotion.

Summary of Procedures

- E The middle school will enter each student as future and then enter a future schedule.
- E After all students have been entered, the middle school should request *Transmittal Lists* which are produced by ITS and distributed to the middle and appropriate elementary school.
- E Using the *Transmittal List*, both the elementary and middle schools should verify that the correct students have been entered into future.
- E Any subsequent corrections (withdrawals or entries) by either the sending or receiving school should be transmitted via the *Future Transmittal Adjustment Form, FM-2497 Rev. (01-99)*. See Attachment A.

Identification and Transmittal Procedures for Feeder Students

In accordance with the M-DCPS Pupil Progression Plan regarding promotion from elementary to middle school, the promoting (sending) school is the control school in the feeder process. This concept applies both to the established feeder patterns and to transfers of students out of the feeder pattern due to change of address or other approved circumstances, for which established procedures are to be followed. Procedural consistency requires inter-school cooperation and district-wide coordination.

Action Required of Sending School

1. Utilizing the *Student Control List*, sort the *Student Subject Selection Forms* of the feeder grade into the following categories:

Withdrawals - Mark "WD" on form

R-Retained *

P-Promoted *

Z-Summer School *

[* Check appropriate box on form in pencil.]

2. The **SENDING** school should continually update the *Student Control List* with all entries and withdrawals.
3. The **SENDING** school should prepare a handwritten *Student Subject Selection Form*, or a suitable substitute, for any student not having a preprinted form. The handwritten forms should be sorted by applicable category (R,P,Z). Schools must include the student's ID on all handwritten forms.
4. Utilizing the address on the forms, the **SENDING** school should sort the "**P**" (Promoted) group according to receiving school boundaries. Identify each school group as "Passing as of (date)."
5. Sort the "**Z**" (Summer School) group into receiving schools, if necessary. Identify each school group as "Summer School Required as of (date)."
6. Send all "**P**" (Promoted) forms to the appropriate receiving school(s). If students requiring Summer School will be attending a different school for summer, the forms should also be sent to the summer school.

At the discretion of the **SENDING** school, some or all of the "**Z**" (Summer School) group may be retained for reevaluation at the end of the school year.

7. Retain the "**R**" (Retained) forms and any forms for **withdrawals**.

Action Required of Receiving School

RECEIVING schools enter students as future students using information on the *Student Subject Selection Forms* received from sending schools.

Processing Instructions:

1. The student's ***future grade level*** must be used.
2. The homeroom designation is at the discretion of the school.
3. After the future entry, schools may enter the course selections on the *Mass Student Scheduling* screen. To facilitate data entry, it is suggested that the *Student Subject Selection Forms* be arranged by **GRADE LEVEL**.

Transmittal Lists

Upon completion of the feeder student identification and transmittal task by the sending school, and the future entry by the receiving school, ITS will produce *Future Transmittal Lists* for both schools after receiving the request from the receiving school. The **RECEIVING** school must call Production Control at 305-995-3705, option 5 to request lists. This process eliminates the necessity for the sending school to produce *Transmittal Lists*.

NOTE: The sending schools cannot request Future Transmittal Lists.

Both the sending and receiving schools continually update their copies of the *Transmittal List* with subsequent changes (entries, withdrawals, address changes and Region-approved transfers).

Reevaluation by Sending School After Final Grades

Sending schools should reevaluate students and reclassify according to designated codes on the *Student Control Form* and the *Student Subject Selection Forms* and notify the receiving school of any changes. The *Student Subject Selection Forms* for students who have been changed must be sent to the correct receiving school.

The sending school should submit all changes to the *Transmittal Lists* via the *Future Transmittal Adjustment Form* and forward to the receiving school.



FUTURE TRANSMITTAL ADJUSTMENT FORM

Date _____ of _____ Pages

Sending School _____ Receiving School _____
 Number Name Number Name

ADDITIONS					
STUDENT ID	STUDENT'S NAME			STUDENT'S BIRTHDATE	STUDENT'S ADDRESS <i>Including Zip Code</i>
	<i>Last</i>	<i>First</i>	<i>Middle</i>		

DELETIONS					
STUDENT ID	STUDENT'S NAME			STUDENT'S BIRTHDATE	REASON FOR DELETION
	<i>Last</i>	<i>First</i>	<i>Middle</i>		

ATTACHMENT A
 This form can be downloaded from the Internet by going to:
<http://oit.dadeschools.net/recforms/>