M E M O R A N D U M

August 8, 2003

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS FILE UPDATE SECONDARY - 2003- 04**

On Tuesday, August 12, 2003, at 5:00 PM, online operations in ISIS will be suspended until 5:30 AM, Monday, August 18, 2003. During this time, ITS will update the Student Data Base file for the 2003-04 school year.

1.   For students continuing in or pre-registered to a Miami-Dade County Public School, including students remaining in the same school and students changing to another school by feeder process or inter-school transfer, the following will occur on the individual student record:

A.   Current school is assigned (Future school becomes Current school);
B.   Grade and homeroom section is assigned from the student's 031 schedule
C.   Entry date to Current school is designated as the first school day of the term (08/25/03).

2.   For students in grade 12 during the past school year (2002-2003) through the 2003 summer session, senior high personnel should refer to a separate memorandum, Subject: Student In Grade 12 - Summer 03S.

3.   Students (other than 12th grade) who were active during the past school year (2002-03), and are not scheduled for the 2003-04school year, and have no Future school designation will be inactivated with withdrawal code W22.

4.   ISIS Future school activity will be suspended as of Tuesday, August 12, 2003, at 5:00 PM.

5.   Starting Monday, August 18, and continuing through Friday, August 22, 2003, schools will be able to enter new and transferring students with an automatic effective date of the first day of school, 08/25/03.

6.   Exceptional, Dropout Prevention and Limited English Proficiency student information will be updated based on the course(s) from the student schedule (031) file by Monday, August 18, and will be updated every night through September 5, 2003. After September 5, the update for Special Programs will take place every weekend.

If there are questions regarding this process, please call Support Services at 305-995-3705(0).