M E M O R A N D U M

August 8, 2003

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS FILE UPDATE ELEMENTARY - 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, Information Technology Services (ITS) will update the Student Data Base File for the 2003-04 school year.

1. For students continuing in or preregistered 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.   Current Grade is assigned (Future Grade becomes Current Grade)

   C.   Entry date to Current School is designated as the first school day of the fall term (08/25/03)

   D.   Homeroom is assigned from Future Homeroom, if available.

2. Students who were active during the past school year (2002-03) and have no Future School designation will be inactivated (Code W22).

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

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