M E M O R A N D U M

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS MODIFICATIONS – NOVEMBER 2003**

At the request of various District offices, Information Technology Services has made the following modifications to ISIS:

Unlisted Phone Field
- **Student Information (PF3) and New Student Without ID Screens** - A new field, "Unlisted Phone", for indicating a student has an unlisted telephone number has been added. When entering or changing a student's telephone number, the code will default to N (No). To denote the student's telephone number is unlisted a "Y" must be entered in the "Unlisted Phone" field.

Unsolicited Literature Type Field
- **Categorical Update Menu** - The Unsolicited Literature (Selection 8) screen has been modified to allow schools to set a constant for the Type of Literature Not Wanted. To set a constant for the Type of Literature Not Wanted, enter the appropriate code. The valid codes are:
  - o   M   Military
  - o   P   Post Secondary
  - o   N   All Literature
  The code will be displayed on the *Miscellaneous Information (PF20)* screen.

- **Miscellaneous Information Screen (PF20)** - Modified the screen to allow entry of the Unsolicited Literature code. To remove the code from a student, space out the code.

Academic Improvement Plan (AIP) Fields
- **Categorical Update Menu** - Academic Improvement Plan (Selection E) has been added. When entering AIP data, the user must enter a code in each field (Read, Write, Math, and Science). The valid codes are Y or N. Users can use all Ys, all Ns, or a combination of Ys and Ns. This information will be displayed on the *Miscellaneous Information* (PF20) screen.
- **Miscellaneous Information Screen (PF20)** - AIP fields for Read, Write, Math, and Science have been added. The information entered on the *Categorical Update Menu* (Selection E) will be displayed. Schools may also enter and update the AIP information on this screen. A code (Y or N) must be entered in all fields. To remove the codes, the user must space through all fields.

Student Print Requests
- **Guidance Counselor Summary** - Replaced Student Case Management information with AIP information.
- **Juvenile Justice Support – Guidance Counselor Summary** - Replaced Student Case Management information with AIP information. This report is available only for specific locations.

Student Case Management System
- Per Dr. Lourdes Rovira, Assistant Superintendent, Curriculum and Instruction, the Student Case Management System (SCM) will no longer be used to document students on an Academic Improvement Plan (AIP). All codes for AIP have been removed

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).