

## MEMORANDUM

TO: All Magnet Schools

FROM: Information Technology Services (ITS)

SUBJECT: **MAGNET STUDENT TRANSPORTATION REPORTS**

Each week beginning Tuesday, May 27, 2003, ITS produced and mailed transportation reports to each magnet school. These reports reflect all students in ISIS with a Future Area Transfer Code of "G." Students that have a "Y" under the column titled "FUT TRAN ELIG" have been deemed eligible for transportation. Those students with a code of "N" have been deemed not eligible for transportation. Students with a code of "R" under this column are pending review. An "R" will occur when a "Y" for the Transportation Service Zone (TSZ) has been entered on the Future Magnet School Information screen for new students or students with an address and/or resident school change.

On June 13, 2003, ITS programmatically checked and updated all students flagged for review. If a student's address fell within a TSZ, the student was flagged as eligible (FUT TRAN ELIG "Y") for transportation. If the student's address did not fall within a TSZ, the student was flagged as ineligible (FUT TRAN ELIG "N"). If the student's address was invalid or not within any defined boundary, the student was flagged for manual review by the Transportation Department.

After the programmatic update, if a "Y" was typed for TSZ, ITS automatically checked each new student entry for eligibility. If a "Y" was typed for the TSZ, the student was given the appropriate Transportation Service Zone School and transportation eligibility was based on his/her address. If an "N" was typed for TSZ, the student is ineligible for transportation. If the student's address was invalid or not within any defined boundary, the student is flagged for manual review by the Transportation Department.

The final report will be produced Friday, June 27, 2003. At that time, magnet transportation will be finalized. All magnet students requiring transportation must be entered before 5:00 P.M.

If there are questions regarding transportation eligibility, schools should call Mr. Pierre Landrin at 305-234-3365. Questions regarding data entry should be directed to Support Services at 305-995-3705(0).