

MEMORANDUM

January 7, 2003

TO: All Secondary School Principals

FROM: Information Technology Services

SUBJECT: **Preparing for Term 2 (2002-2003) - Secondary Schools**

The attached informational guide has been prepared to assist you in processing student records during the transition period from Term 1 to Term 2. To identify courses presently indicated as Term 1 and the students registered for those classes, schools should request the following reports from the Online Report Request System in ISIS:

Class Master List/Seat Inventory (Period/Teacher)
Class Lists

If further assistance is required, please call Support Services at 305-995-3705(0).

PREPARING FOR TERM 2

Student Grade Level and/or Homeroom Changes

A. Midyear Promotions

These changes cannot be processed until Term 2 begins, January 23, 2003.

Verify that the current grade and homeroom are correct.

On the Student file in ISIS, there is only one place to record the student's grade level; i.e. "current grade." In order to provide a record for a student being promoted at the beginning of Term 2, the following action must occur:

Action: Using the appropriate *Categorical Update* screen in ISIS (selection 1 or 3 on the Categorical Update menu), enter the new grade or grade and homeroom. This action will update the current grade and /or homeroom on the ISIS file and also provide for a Term 1 and Term 2 grade/homeroom record for the student on the *Student Record/Subjects* screen (PF1).

Change the student's subjects one by one. This is accomplished by typing the new subject sequence and section number(s) directly over those that are displayed. The new course sequence and section numbers are obtained from the *Class Master List/Seat Inventory*, sorted by period/teacher.

B. Grade Level Correction

During Term 1

Make the change on the *Student Information* screen (PF3). No further action is required.

During Term 2

Two possible situations may apply. They are:

1. No prior midyear promotion has been processed for the student.
2. A prior midyear promotion was processed for the student. In this case, the student has a Term 1 grade level and a different Term 2 grade level displayed on the *Student Record/Subjects* screen (PF1). The Term 2 grade level is the same as the "current grade" level.

B. Grade Level Corrections (continued)

Action for Situation 1:

Make the change on the *Student Information* screen (PF3), verify the student's subjects. No further action is required.

Action for Situation 2:

To correct the "current grade" and the Term 2 grade level, make the change on the *Student Information* screen (PF3). The Term 1 grade level will not change. Verify the student's subjects.

If the Term 1 grade level designation must also be changed, please contact Support Services at 305-995-3705(0).

The categorical grade and homeroom update screens must be used for midyear promotions. Do not change the grade level for midyear promoted students on the Student Information screen (PF3).

C. Updating Courses and Master Schedule Files

The school's course file in ISIS contains Annual Courses, Term 1 semester courses, and Term 2 semester courses. The Term indicator (A, 1 or 2) for each course designates the type of course and when it is offered during the school year.

- Annual courses (A) remain the same – no change for semester 2
- Semester courses:

Term 1 courses remain the same – no change for semester 2

Term 2 courses must be added to both the course and master schedule files if not already on file.

NOTE: *Term 1 courses cannot be changed to Term 2 courses. A Term 1 course title cannot be changed to a Term 2 course by assigning a new course code to the course sequence number.*

D. Updating Student Schedules

- Annual Courses remain on the schedule – no change in ISIS
- Term 1 courses remain on the student's schedule – no change in ISIS
- For each Term 1 course on the student's schedule, a Term 2 course must be added

D. Updating Student Schedules (continued)

- Mass adds may be processed. A mass add does not delete students from a course; all students in one course are added to another course. If all or the majority of the students in a Term 1 course will be taking the same Term 2 course, a mass add may be requested. After the mass add is completed, those students that must be assigned to another class for Term 2 must be manually assigned by the school. To request a mass add, you may call Support Services at 305-995-3705(0) or FAX the information to Support Services at 305-995-3637 or mail the information to 9410 – Attention: Support Services. (See attached sample form)

Schools must verify on the *Master Schedule* that the start periods for the Term 1 classes and the Term 2 classes match. If the start period is different or missing, a duplicate period problem will be created when the mass add is processed.

E. Mass Add Requirements

The following information must be provided to Support Services:

- Term 1 Course Sequence and Section
- Term 2 Course Sequence and Section to be added

Schools may use the attached form for communicating this information.

SYSTEMS SUPPORT CENTER
COURSE SEQUENCE/SCHEDULE CHANGE FORM

SCHOOL NUMBER _____

THE FOLLOWING SECTION IS TO BE COMPLETED WHEN MASS MOVES OF INDIVIDUAL CLASSES ARE TO BE DONE

A. Action A ("A" = Add "C" = Change "D" = Delete (Must Complete Both **FROM** and **TO** Sections))

B. From cycle 021

C. To cycle 021

D. Selective Grade Levels (Ex. 06, 07) _____

E. Do you wish to bypass edit process (Y or N) Y Verified by SUS _____

FROM COURSE/SECTION	TO COURSE/SECTION	FROM COURSE/SECTION	TO COURSE/SECTION
— — — — —	— — — — —	— — — — —	— — — — —
— — — — —	— — — — —	— — — — —	— — — — —
— — — — —	— — — — —	— — — — —	— — — — —
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— — — — —	— — — — —	— — — — —	— — — — —

FROM
COURSE/SECTION

TO COURSE/SECTION

[illegible]

FROM COURSE/SECTION

TO COURSE/SECTION

[illegible]FROM
COURSE/SECTION

TO COURSE/SECTION

[illegible]

CDP0033 REV. 5 (11-93)

FROM COURSE/SECTION

TO COURSE/SECTION

[illegible]

MIS-11967 (11-93)