

MEMORANDUM

TO: All Schools

FROM: Information Technology Services

SUBJECT: **REVISED GRADE REPORTING /FALL CALENDARS**

Attached are the Elementary *Grade Reporting and Fall Processing Calendar* and the *Secondary Scheduling Calendar*. These calendars have been revised to include dates that were not available when the calendars were previously published. All revised dates for the remainder of the 2002-03 school year and the 2003 summer term are listed in bold print.

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

ELEMENTARY GRADE REPORTING AND FALL PROCESSING CALENDAR

February 2003 - August 2003

2/1	ISIS available for future school activity.
2/6	ITS begins the printing of Student Subject Selection Forms (preprinted) and Student Control Lists.
2/3-2/7	FTE Week for 021 Survey 3.
3/14	Automatic assignment of future school and grade.
3/21	File freeze for third reporting period.
3/27	End of third reporting period.
4/1	ISIS available for summer session entry.
4/1	Schools begin entering homeroom sections and teacher employee numbers for summer.
4/2	Begin printing of Student Data Cards for Spring Registration.
4/8	Progress Reports for third reporting period available to schools.
4/8	Future schools (receiving schools) complete entry of feeder (future) students.
6/6	File freeze for fourth reporting period.
6/11	End of school year 2002-2003 (021).
6/13	ITS copies Current Special Program into Summer Special Program.
6/20	Students in Dropout Prevention programmatically withdrawn.
6/24	Progress Reports for fourth reporting period available to schools.
6/24	Schools request Summer Student List and Summer Special Program List.
6/27	Begin print of Attendance Transmittal Cards for summer session.
7/7	Begin summer session.
7/8	No-Show processing for summer session.
7/14-7/18	FTE week for summer session Survey 1.
7/18	Deadline for updating teacher information and sectioning of students for summer (5:00 p.m.).
7/18	Deadline for updating Summer Special Program screens (5:00 p.m.).
7/21	DECO processing Survey 1 begins.
7/25	End of summer session.
8/12	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on 8/12 until 5:30 a.m. on 8/18.
8/13	ITS will process DECO Survey 5 at 5:00 p.m.
8/13	Postal notification cards mailed to transported students by ITS.
8/13	Process Attendance Transmittal Cards and Student Data Cards beginning at 5:00 p.m.
8/14	Rollover for 031.
8/18	SAPAF Forms for Electronic Gradebook schools available.
8/20	SAPAF Forms for Electronic Gradebook schools due to ITS.
8/22	Scheduling reports for Electronic Gradebook schools available.
8/25	Begin 031.

SECONDARY SCHEDULING CALENDAR

February 2003 - August 2003

2/1	ISIS available for all future school activity.
2/6	Begin printing of Student Subject Selection Forms and Student Control Lists.
2/3-2/7	FTE Week for 021 Survey 3.
2/19	Last day to order Final Standard GPA.
3/21	File freeze for third reporting period.
1/31- 8/1	Mac School Lab available for schools every Friday.
3/27	End of third grading period.
4/1	ISIS available for summer session entry.
4/8	Future schools complete entry of feeder (future) students. Schools request Transmittal List from ITS as input is completed.
4/8	Progress Reports for third reporting period available to schools.
4/11	Schools with complete school population for 2003-2004 will start Phase I Student Scheduling for school year 2003-2004 (031).
5/22	Complete Phase I for summer session Student Scheduling.
5/23	Begin Phase II and/or III processing for summer session.
6/6	File freeze for fourth grading period.
6/11	End of school year 2002-2003 (021).
6/16	Begin Final Transfer Process for Mac School future folder.
6/20	Students in Dropout Prevention programmatically withdrawn.
6/20	12th Grade Rollover (W06) and 11 & 12th Grade Attendance History for Transcript System.
6/24	Progress Reports for fourth reporting period and unweighted final GPA available to schools.
6/27	File freeze for summer session final input for Phase III of Student Scheduling.
6/27	Begin printing of Attendance Transmittal Cards for summer session.
6/27	Begin printing Schedules for summer session.
7/7	Begin summer session.
7/8	No-Show processing for summer session.
7/14-7/18	FTE week for summer session Survey 1.
7/21	DECO processing Survey 1 begins.
7/25	File freeze for summer session
7/28 - 8/1	Deadline for Final Transfer of Mac School future folder to ISIS.
8/1	End of summer session
8/1	File freeze for school year 2003-2004 (031) input for final Phase III of Student Scheduling.
8/8	Summer session Progress Reports and unweighted final GPA available to schools.
8/9	Begin processing Postal Notification Cards. ISIS disabled at 5:00 p.m.
8/12	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on 8/12 until 5:30 a.m. on 8/18.
8/13	ITS will process DECO Survey 5 at 5:00 p.m.
8/13	Postal notification cards mailed to students by ITS.
8/13	Process all fall reports for Secondary Schools. Begin printing at 5:00 p.m.
8/14	Rollover for 031.
8/20	Schedules for 031 available to schools.
8/25	Begin 031.