

MEMORANDUM

TO: All Secondary School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **SUMMER SCHOOL PROCEDURES – SECONDARY SCHOOLS**

Based on School Board action regarding the 2003 summer session, eighth grade students will be enrolled and scheduled into the senior high schools for the summer session. The purpose of this memorandum is to clarify the summer school procedures for middle and senior high schools. To accommodate this process the following actions are necessary:

ITS

1. To allow the entry of grade 8 students into the senior high locations, ITS added grade 8 for summer to all the senior high schools' grade control files. This will also allow the grade 8 students to be scheduled using the mainframe scheduling process (Phases I-IV).
2. ITS will print optional Summer School Subject Selection Forms for schools electing to use these forms. If schools elect to use these forms, they should call Production Control at 305-995-3705(5) to request the form. These forms may be used to assist with the data entry process of students, however, schools are reminded that the use of these forms is **optional**.
3. ITS will begin printing the Summer Attendance Transmittal Cards on June 27, 2003. All students must be registered by that date to receive a preprinted Summer Attendance Transmittal Card.

Senior High Schools

1. The senior high schools must include the courses to be offered to the grade 8 students in the Course Offering and Master Schedule.
2. If it is necessary to be able to identify the home school of the students, the senior high can order a Summer Student List from the Online Report Request System in ISIS. This report will show both the summer and current school numbers. At the end of the summer session, schools will be given an option on the Confirmation of Report Card Processing Questionnaire to have the report cards sorted by home school.
3. Based on the summer program description for credit earned, schools are reminded that when creating the 03S course file, the following course code suffixes must be used:

41 – for all annual courses	Start Period 1 – End Period 6
	Start Period 1 – End Period 3 (Middle School courses only)
	Start Period 4 – End Period 6 (Middle School courses only)
25 – for all semester courses	Start Period 1 – End Period 3
	Start Period 4 – End Period 6

According to the Summer School Handbook, grade 8 students will be allowed to take a maximum of two annual courses if it will facilitate promotion to grade 9 at the end of the summer session. Schools should refer to the Summer School handbook for eligibility criteria.

4. Security Authorization – The schools will need to coordinate the staffing requirements. If middle school staff will be used to schedule students, the senior high principal/security administrator will need to request security access by sending e-mail to

datasecurityadministrators@dadeschools.net. The following information must be included in the request:

- Employee Number
- Employee Name
- Employee Work Location
- Applications required

Note: No additional security is required for the middle schools to register students into the senior high locations.

5. FTE Processing – FTE funding for grade 8 students will be reported on FTE line 102. FTE funding for students in grades 9-12 will be reported on line 103.
6. Electronic Gradebook/TADL Schools – The summer download files for Electronic Gradebook and TADL will be available on Monday, June 23, 2003.

Middle Schools

1. Based on the eligibility criteria within the Summer Session Handbook, middle schools must identify the students that are eligible for summer school. Schools should refer to the Summer Session Handbook for the eligibility criteria.
2. To assist the senior high schools with the registration process, once eligible students are identified, the middle school can enter their students into the appropriate senior high school in ISIS. The open/closed schools should communicate with each other to facilitate this process.

The Summer Session Informational Bulletin for Secondary Schools for the 2003 summer session is available online at:

<http://www.dadeschools.net/ehandbook/index.htm>

This bulletin was prepared to assist schools with the computerized summer registration and academic file preparation process. A copy of this bulletin should be printed at the school site, as a hard copy will not be mailed.

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