INFORMATION TECHNOLOGY SERVICES

M E M O R A N D U M

<div align="right">February 14, 2003</div>

TO: Secondary School Principals

FROM: Information Technology Services

SUBJECT: **Secondary Spring Registration and Transmittal Procedures**

Attached is the *Secondary Scheduling Calendar* showing important dates for the remainder of the 2002-2003 school year and the beginning of the 2003-2004 school year. A revised calendar for those dates that are unavailable at this time will be sent to schools when dates are determined. This calendar is available online at http://www.dadeschools.net/calendars/index.htm.

Also included with this memo is the booklet titled *Secondary Spring Registration and Transmittal Procedures.* This booklet was prepared for secondary schools in an effort to assist with the computerized future registration and scheduling process. This booklet is available online at http://www.dadeschools.net/ehandbook/index.htm.

If any assistance or clarification regarding this memorandum is required, please call Support Services at 305-995-3705(0).
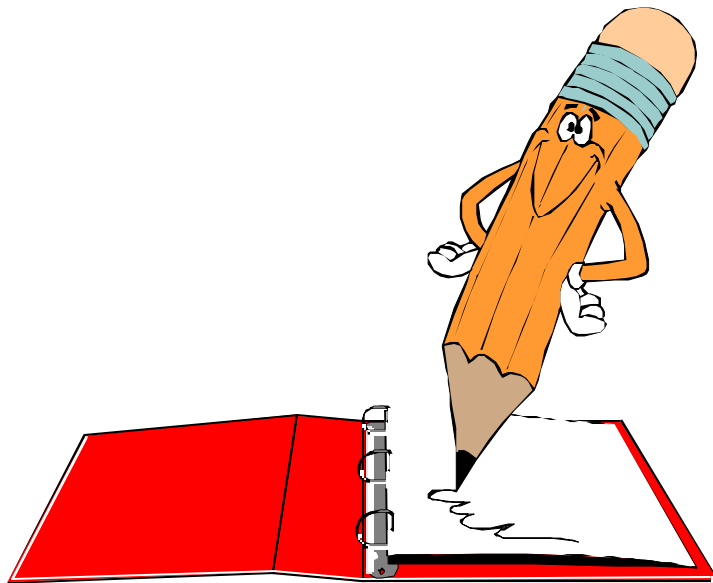

Attachments

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6/20	Students in Dropout Prevention programmatically withdrawn.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.
TBA	No-Show processing for summer session.
TBA	FTE week for summer session Survey 1.
TBA	DECO processing Survey 1 begins.
TBA	File freeze for summer session (grades 6 - 8).
7/28 - 8/1	Deadline for Final Transfer of Mac School future folder to ISIS.
TBA	End of summer session (grades 6 - 8).
8/1	File freeze for school year 2003-2004 (031) input for final Phase III of Student Scheduling.
TBA	File freeze for summer session (grades 9 - 12).
TBA	End of summer session (grades 9 - 12).
TBA	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on TBA until 5:30 a.m. on TBA.
TBA	ITS will process DECO Survey 5 at 5:00 p.m.
TBA	Postal notification cards mailed to students by ITS.
8/14	Process all fall reports for Secondary Schools. Begin printing at 5:00 p.m.
TBA	Rollover for 031.
TBA	Summer session Progress Reports and unweighted final GPA available to schools.
TBA	Schedules for 031 available to schools.
TBA	Begin 031.

SECONDARY

Spring Registration
and
Transmittal Procedures

February 2003

Information Technology Services

TABLE OF CONTENTS

SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES

INTRODUCTION

The Integrated Student Information System (ISIS) does not provide for a student to be registered in more than one current school or preregistered in more than one future school. The procedures in this document have been developed in order to minimize conflicts and to clarify the process for secondary schools.

During the first week in February, Information Technology Services (ITS) produces for all students in grades 6 through 11, and for students in grade 5 of elementary schools feeding 6 grade middle schools the following:

One *Student Subject Selection Form*. Schools can request an optional set by following the instructions in the memo, *Student Subject Selection Cards*, sent via electronic mail during the month of January each year.

One *Student Control List* corresponding to the sequence of the *Student Subject Selection Forms*.

If there are questions regarding attendance policies or procedures, schools should call Attendance Services at 305-882-1855.

For questions regarding online processing, schools should call the Systems Users Support Center at 305-995-3705(0)

Constraints and Assumptions

1. All students will have a future school designation on the Student Data Base System (SDBS) file. The categories of students are:

    a. New to county public school system
    b. Inactive and returning
    c. Continuing in the same school
    d. Feeder pattern students
    e. Transfers from current school to another school between the end
       of the school year and the beginning of the next school year
    f. Transfers out of normal feeder pattern

2. A student can have only one schedule for a scheduling cycle. (Exception: Shared students.)

3. The promoting school (sending school) has the responsibility of determining which students go where and of notifying the receiving school.

Summary of Procedures

1. ITS will provide *Student Subject Selection Forms* and a corresponding *Student Control List* for all students in grade 6 through 11, and for students in grade 5 of elementary schools feeding 6 grade middle schools. Forms will be sent to the current school.

2. Elementary and middle schools will sort forms for students in feeder grade level into groups corresponding to:

    P - Passing; **Z** - Summer School Required; **R -** Retained Because of Failure

    Students in passing and summer school groups will be further sorted by boundaries of receiving schools. These forms are sent to the appropriate schools.

3. *RECEIVING* schools (Middle Schools and Senior High Schools) enter these students as *Future* students in their school.

4. *RECEIVING* schools may then schedule these students as usual.

5. *RECEIVING* schools request *Future Transmittal Lists* from ITS after completing all *Future* School entries. (Schools can request subsequent lists.)

6. Both *SENDING* and *RECEIVING* schools will receive *Future Transmittal Lists* simultaneously from ITS.

7. Any subsequent exceptions should be transmitted between schools via the *Future Transmittal Adjustment Form*, *FM-2497 Rev. (01-99)*. See Attachment A.

Identification of Students To Be Scheduled

Designation of Future School

In order to coordinate processing in online and batch modes, to preserve preregistration for the future school year concept, and to provide for accurate monitoring of the scheduling process, schools must "sign-on" with the *Future School* designation within the Student Data Base System.

Students in the following categories are to be entered as future students by the appropriate school:

1.   Promoted students in the feeder pattern grades.

2.   Students new to the county school system and preregistered for the fall semester.

3.   Students currently inactive on the SDBS file, but who are returning for the next school year.

4.   Students ***NOT*** in a feeder grade, who would normally remain in the current school, but who will change schools because of an address change.

5.   Students ***NOT*** in a feeder grade, who would normally remain in the current school, but who will change schools because of approved administrative transfers.

NOTE: *Continuing students (current students remaining in the same school for the next school year) will have the future school designation, future grade, homeroom and grade promotion status automatically generated when the students are future scheduled by the current school.*

Identification and Transmittal of Feeder Students

In accordance with the M-DCPS Pupil Progression Plan regarding promotion from elementary to middle school and middle school to senior high, the promoting (sending) school is the control school in the feeder process. This concept applies both to the established feeder patterns and to transfers of students out of the feeder pattern by change of address or other approved circumstances for which established procedures are to be followed. Procedural consistency requires inter-school cooperation and district-wide coordination.

To facilitate the processing of feeder students, ITS will provide for all students in grade 6 through 11, and for students in grade 5 of elementary schools feeding 6 grade middle schools:

   ° Student Subject Selection Forms
   ° Corresponding Student Control List

Action Required of Sending School

1. The *SENDING* school will evaluate each student in the feeder grade for promotional eligibility as of the conclusion of the first semester. The results of this analysis will be recorded on the *Student Control List* utilizing the following codes:

    P - PASSING: Eligible for promotion upon successful completion of the school year.

    R - RETAINED: Not eligible for promotion according to the Pupil Progression Plan as applied at the time of evaluation.

    Z - SUMMER SCHOOL   Upon successful completion of summer school,
      RECOMMENDED: student will be eligible for promotion.

2. The *SENDING* school continually updates the *Student Control List* with entries/withdrawals. For school records, it is suggested that withdrawal date and new school be recorded.

NOTE: *Student Control Lists for non-feeder grades may be* utilized in the same way at the *discretion of the school.*

Action Required of Sending School (continued)

3. All *SENDING* schools should complete the following tasks during the second semester, according to the yearly established time line.

   a. Utilizing the *Student Control List*, sort the *Student Subject Selection Forms* of the feeder grade into the following categories:

      (1) **Withdrawals -** Mark "WD" on form
      (2) **R-Retained ***
      (3) **P-Promoted ***
      (4) **Z-Summer School ***

      [* Check appropriate box on form in pencil.]

   b. Prepare a handwritten *Subject Selection Form*, or suitable substitute, for any student not having a pre-printed *Student Subject Selection Form* and place in the applicable category (R,P,Z). A clear and accurate student ID number is required.

   c. Utilizing the address on the forms, sort the **"P"** (Promoted) according to receiving school boundaries. Identify each school group as "Passing as of (date)."

   d. Sort the **"Z"** (Summer School) into receiving school groups and identify each as "Summer School required as of (date)."

   e. Send forms of **"P"** (Promoted) and at the school's discretion, **"Z"** (Summer School) students to appropriate schools. At the discretion of the *SENDING* school, some or all of the **"Z"** (Summer School) group may be retained for reevaluation at the end of the school year.

   f. Retain the **"R"** (Retained) forms, the **"Z"** (Summer School) forms, and forms for **withdrawals**.

   g. All *Student Subject Selection Forms* remaining in the school may be utilized as usual in the subject selection process.

   h. *Student Subject Selection Forms* for withdrawn students are filed for use if the student returns.

   i. *Student Subject Selection Forms* for the **"Z"** (Summer School) group may be utilized for Summer School and Fall scheduling.

NOTE: *Student Subject Selection Forms for non-feeder (continuing) students may be utilized to record student course requests at the school's discretion. To avoid any disruptions in processing feeder student transmittal, entry of future school and subject selections, it is suggested that Student Subject Selection Forms <u>NOT</u> be sent home for parent's signature until after all processing has been completed. ITS will supply a second set of Student Subject Selection Forms only upon special request.*

Action Required of Receiving School

RECEIVING schools enter students as future students online using information on the *Student Subject Selection Forms* received from sending schools.

Processing Instructions:

1. The student's **future grade level** must be used.

2. The homeroom designation is at the discretion of the school.

3. After the future entry, schools may enter the course selections on the Mass Student Scheduling screen. To facilitate data entry, it is suggested that the *Student Subject Selection Forms* be arranged by **GRADE LEVEL**.

Transmittal Lists

1. After the completion of the feeder student identification and transmittal task, ITS will produce *Transmittal Lists* for the sending and receiving schools when requested.

Note: *Each **RECEIVING** school is responsible for requesting transmittal lists for both the receiving and sending school(s). The receiving school must call Production Control at 305-995-3705, option 5 to request lists.*

2. Schools continually update their copies of the *Transmittal List* with the following subsequent changes:

   ° entries

   ° withdrawals

   ° address changes and area-approved transfers

3. Frequent notification of all changes via the *Future Transmittal Adjustment Form* must be sent between the sending and receiving schools.

4. Schools update their transmittal lists from the *Future Transmittal Adjustment Form*.

Updating of Future School Designation

RECEIVING schools must *immediately* withdraw from future school all students designated on the *Future Transmittal Adjustment Form* as deletions. All additions must be entered as future students.

Students Remaining in Your School

Students currently in your school who are returning in the Fall must be scheduled. When the scheduling occurs, the Future School/Grade/HR will be programmatically updated on the SDBS file.

Senior High Graduating Class

Senior High Schools evaluate students in the graduating class (Grade 12) and identify students who are to be scheduled for the next school year, (Retained). *Student Subject Selection Forms* for these students must be manually prepared.

Updating of Grade Promotion Status

Current Students

Promotion status is determined programmatically by comparing the *current* grade level to the *future* grade level entered either on the Mass Student Scheduling screen or on the Future Entry or Future Change screen. The following Grade Promotion Status codes will automatically appear when the process is completed:

<p align="center">Promoted (P)   Retained (R)</p>

Those students that are Administratively placed, **"A,"** or Summer School Recommended, **"Z,"** by the schools must have the appropriate Grade Promotion Status code entered or changed on the Current Student Record/Subjects screen. The Mass Student Scheduling screen will **N O T** administratively promote a student.

New Students

At the time of the initial future entry, ITS will update the promotion status based on the student's current grade level and entered future grade level.

NOTE: *All future grade level changes **must** be accompanied by a verification of the grade promotion status. All grade promotion status information must be completed by transmission of Survey 5 records in August.*

Updating Future Population After End of Year Final Grade Reporting

Reevaluation of Feeder Students by Sending Schools

1. *SENDING* schools reevaluate students, reclassify according to designated codes on the *Student Control List* and *Student Subject Selection Forms*.

   P (Promoted)   -   As of end of school year

   Z (Summer School
      Recommended)   -   Eligible for promotion after successful
                                              completion of summer school

   R (Retained)   -   Not eligible for promotion even with summer school

2. Change the codes on the *Student Control List* to reflect reevaluation.

3. Change the codes on the *Student Subject Selection Form* for those students previously designated as **"R"** (Retained) or **"Z"** (Summer School).

4. *SENDING* schools re-sort the *Student Subject Selection Forms* of students in the feeder grade that have not been sent to receiving schools, i.e., the groups designated as **"Z"** (Summer School) and **"R"** (Retained).

5. Send *Student Subject Selection Forms* to the appropriate receiving school for any **"Z"** (Summer School) students who will be eligible for promotion upon successful completion of summer school.

Transmittal List Updates

SENDING schools notify receiving schools of all changes to the *Transmittal Lists* via the *Future Transmittal Adjustment Form*.

1. Students previously classified as **"P"** (Passing), but now classified as **"R"** (Retained), are to be listed as deletions; reason: failure.

2. Students previously classified as **"R"** (Retained), but reclassified as **"P"** (Promoted), are to be listed as additions.

3. Both *SENDING* and *RECEIVING* schools adjust respective *Transmittal Lists* for the students who are eligible for promotion after successful completion of summer school.

Future School Updates

RECEIVING schools update the future school designation of all students on the *Future Transmittal Adjustment Forms* from the sending school.

Updating After Summer Session

Notification of No-Show and Withdrawn Students

Summer centers notify the appropriate home schools when processing summer school withdrawals and no-show students.

Notification of Summer School Failures

1. ITS will supply *Class Lists* with grade reporting forms (bubble sheets).

2. Summer centers distribute *Class Lists* to all corresponding teachers with the grade reporting forms.

3. Teachers indicate *on the Class Lists* all students who *did not* pass. **Do not mark those who passed.**

4. Teachers add to *Class Lists* names of any student in their classes who are not on the list and who *did not* pass.

5. Teachers submit *Class Lists* to the office with grade reporting forms.

6. Summer centers compile failure lists by home school and report these to the home schools.

Sending School Procedures

After receiving summer center failure lists, follow applicable procedures for maintaining records and notifying receiving schools of additions/deletions.

Receiving School Procedures

Receiving schools follow applicable procedures for adding/deleting future students.

FUTURE TRANSMITTAL ADJUSTMENT FORM

Date _____   _____ of _____ Pages

Sending   Receiving
School _____   School _____
      Number   Name   Number   Name

ADDITIONS				
STUDENT ID	STUDENT'S NAME Last First Middle		STUDENT'S BIRTHDATE	STUDENT'S ADDRESS *Including Zip Code*

DELETIONS				
STUDENT ID	STUDENT'S NAME Last First Middle		STUDENT'S BIRTHDATE	REASON FOR DELETION

(F48)   FM-2497 Rev. (01-00)

ATTACHMENT A
This form can be downloaded from the Internet by going to:
http://oit.dadeschools.net/recforms/