M E M O R A N D U M

TO: All Senior Highs

FROM: Information Technology Services (ITS)

SUBJECT: **SHARED COURSES - 2003-04**

During scheduling, schools must use "Reference Courses" to indicate that a student is taking a class at a Shared School. After the scheduling process is completed, the Home School must delete these classes from the student to remove duplicate periods in ISIS.

This process can be done by the school deleting each class from the student in ISIS or by calling Support Services at 305-995-3705(0). The caller must indicate the course sequence and section of each class to be deleted.

After the classes are removed from ISIS, schools utilizing Mac School should choose one of the following suggested methods for scheduling shared students during the regular school year.

1. The shared courses are to remain in Mac School. During the daily transaction process, these courses will be transferred to ISIS along with the non-shared courses. This will create a duplicate period situation in ISIS. The school must delete the reference courses from ISIS to correct the duplicate period.

2. The shared courses are removed from Mac School. The school must hand schedule each shared student.

If there are any questions regarding this process, please call Support Services at 305-995-3705(0).