

MEMORANDUM

TO: All Elementary Summer Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SUMMER COMPUTER PROCESSING - SUMMER 2003**

All elementary summer schools are reminded to reference the bulletin titled "Summer Session Informational Bulletin for Elementary Schools" for ISIS processing procedures. The following is a breakdown of these requirements:

July 18, 2003

- The Summer Master Schedule file with all summer teacher information M U S T be on file. Most importantly, the teachers' employee number (6 digit) and teacher number (3 digit).
- Students M U S T be assigned summer homeroom sections that match the teachers' number (3 digit) on the Master Schedule.
- Summer ESY students must have the Summer ESE Courses screen (PF21) updated.

August 1, 2003

- The School Readiness course must be entered on the Student Record / Subjects screen (PF1) for third grade students.

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