

MEMORANDUM

February 21, 2003

TO: All Schools

FROM: Information Technology Services

SUBJECT: ***** IMPORTANT *** CLASS SIZE DATA COLLECTION**

On February 3, 2003, the Department of Education (DOE) mandated an additional DECO file transmission of data reflected as of March 7. This file will be used to calculate baseline class size figures toward tracking the District's implementation of Constitutional Amendment 9 for Class Size Reduction.

Information Technology Services (ITS) is working with the DOE and other District offices to find the best way to report the required data in the short time frame districts have been given. One part of this new collection is the requirement to report the Florida Inventory of School Houses (FISH) room numbers. A new ISIS screen is being developed to display the 21-digit FISH room numbers downloaded from the state where schools will be required to enter the associated local 3 or 4 digit room number from the Master Schedule. The room numbers from the Master Schedule must be entered on this screen by 5:00 PM on March 13. Schools will be notified as soon as the screen becomes available.

The room numbers on the Master Schedule will be used as part of the reporting process. In preparation, schools must begin immediately to update/correct the room numbers and employee numbers on the Course Record Screen (PF9) in ISIS. To assist with this process, schools should request a Class Master List / Seat Inventory from the Online Report Request System. **NOTE: Elementary schools must enter the room numbers on all classes on the Master Schedule.** Previously room numbers were optional for elementary schools. Schools must update the room numbers and employee numbers on the Master Schedule by March 7.

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