

## MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **REVISED GRADE REPORTING /FALL CALENDARS**

Attached are the *Elementary Grade Reporting and Fall Processing Calendar* and the *Secondary Scheduling Calendar*. These calendars have been revised to include dates that were not available when the calendars were previously published. All revised dates for the remainder of the 2003-04 school year and the 2004 summer term are listed in bold print.

Schools are reminded that a website is available where they can access the calendars and communiqués related to the scheduling process. The website can be accessed by clicking on the following link or by typing in the address on your browser.

<http://www.dadeschools.net/scheduling>

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

# ELEMENTARY GRADE REPORTING AND FALL PROCESSING CALENDAR

January 2004 - August 2004

2/2	ISIS available for future school activity.
2/5	ITS begins the printing of Student Subject Selection Forms (preprinted) and Student Control Lists
2/2 - 2/6	FTE Week for 031 Survey 3
3/12	Automatic assignment of future school grade
3/19	File freeze for third grading period
3/25	End of third reporting period
3/31	Begin printing of Student Data Cards for Spring Registration
4/1	ISIS available for summer session entry
4/5	Schools begin internal articulation for Fall student placement
4/5	Schools begin entering homeroom sections for Fall student placement
4/6	Progress Reports for third reporting period available to schools
4/8	Future schools (receiving schools) complete entry of feeder (future) students
<b>5/10</b>	<b>Schools begins creating Course Offering and Master Schedules for summer</b>
<b>5/10</b>	<b>Schools begin entering homeroom sections and teacher employee numbers for summer</b>
6/4	File freeze for fourth grading period.
6/9	End of school year 2003-2004 (031)
<b>6/11</b>	<b>ITS copies Current Special Program into Summer Special Program</b>
6/18	Students in Dropout Prevention programmatically withdrawn
6/22	Progress Reports for fourth reporting period available to schools.
6/23	File freeze for putting students into homeroom sections for printing fall (041) Student Academic Program Assignment Forms (SAPAF)
6/23	Begin print of SAPAF
6/23 - 7/16	Schools update Art, Music, P.E., Spanish S, and SL teacher employee numbers for fall SAPAF processing
6/25	Fall SAPAF Forms available for <b>pickup</b> from ITS
<b>6/25</b>	<b>Schools request Summer Student List and Summer Special Program List</b>
<b>6/25</b>	<b>Begin print of Attendance Transmittal Cards for summer session</b>
<b>7/7</b>	<b>Begin summer session</b>
<b>7/9</b>	<b>No-Show processing for summer session</b>
<b>7/12 - 7/16</b>	<b>FTE week for summer session Survey 1</b>
<b>7/16</b>	<b>Deadline for updating teacher information and sectioning of students for summer (5:00 p.m.)</b>
<b>7/16</b>	<b>Deadline for updating Summer Special Program screens (5:00 p.m.)</b>
7/16	SAPAF due to ITS
<b>7/19</b>	<b>DECO processing Survey 1 begins</b>
7/30	SAPAF (041) Scheduling reports available for <b>pickup</b> from ITS
<b>8/3</b>	<b>End of summer session</b>
8/4	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on 8/4 until 5:30 a.m. on 8/9
8/4	ITS will process DECO Survey 5 at 5:00 p.m.
8/4	Postal notification cards mailed to transported students by ITS
8/4	Process Attendance Transmittal Cards and Student Data Cards beginning at 5:00 p.m.
8/5	Rollover for 041
8/16	Begin 041

## SECONDARY SCHEDULING CALENDAR

January 2004 - August 2004

1/5	Begin working on Curriculum Bulletin
1/5	ISIS available for entering Future courses and Master Schedule
1/30 - 7/16	Mac School Lab available for schools every Friday. Mac Lab will not be available on 2/20 and 2/27
2/2	ISIS available for all future school activity
2/2 - 2/6	FTE Week for 031 Survey 3
2/5	Begin printing of Student Subject Selection Forms and Student Control Lists
2/19	Last day to order Final Standard GPA
3/19	File Freeze for third grading period
3/25	End of third grading period
4/1	ISIS available for summer session entry
4/6	Progress Reports for third grading period available to schools
4/9	Future schools complete entry feeder (future) students. Schools request Transmittal Lists from ITS as input is completed
4/23	Schools with complete school population for 2004-2005 will start Phase I Student Scheduling for school year 2004-2005 (041)
<b>5/24</b>	<b>Complete Phase I for summer session Student Scheduling</b>
<b>5/25</b>	<b>Begin Phase II and/or III processing for summer session</b>
6/4	File Freeze for fourth grading period
6/9	End of school year 2003-2004 (031)
6/14	Final Transfer Process for Mac School future folder available
6/18	Students in Dropout Prevention programmatically withdrawn
6/18	12th Grade Rollover (W06) and 11th & 12th Grade Attendance History for Transcript System
6/22	Progress reports for fourth grading period and unweighted final GPA available to
<b>6/25</b>	<b>File freeze for summer session final input for Phase III of Student Scheduling</b>
<b>6/25</b>	<b>Begin printing of Attendance Transmittal Cards for summer session</b>
<b>6/25</b>	<b>Begin printing Schedules for summer session</b>
<b>7/7</b>	<b>Begin summer session</b>
<b>7/9</b>	<b>No-Show processing for summer session</b>
7/12 - 7/16	Deadline for Final Transfer of Mac School future folder to ISIS <b>(NO EXTENSIONS)</b>
7/16	File freeze for school year 2004-2005 (041) input for Final Phase III of Student Scheduling
<b>7/12 - 7/16</b>	<b>FTE week for summer session Survey 1</b>
<b>7/19</b>	<b>DECO processing Survey 1 begins</b>
<b>7/23</b>	<b>File freeze for summer session</b>
<b>8/3</b>	<b>End of Summer Session</b>
<b>8/3</b>	<b>Summer Grade Reporting Forms due to ITS</b>
7/31	Begin processing Postal Notification Cards. ISIS disabled at 5:00 p.m.
8/4	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on 8/4 until 5:30 a.m. on 8/9
8/4	ITS will process DECO Survey 5 at 5:00 p.m.
8/4	Postal notification cards mailed to students by ITS
8/4	Process all fall reports for Secondary Schools. Begin printing at 5:00 p.m.
8/5	Rollover for 041
	<b>Summer session Progress Reports and unweighted final a GPA available to schools</b>
<b>8/10</b>	<b>schedules</b>
8/11	Schedules for 041 available to schools
8/16	Begin 041