

**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
5/10	Schools begins creating Course Offering and Master Schedules for summer
5/10	Schools begin entering homeroom sections and teacher employee numbers for summer
6/4	File freeze for fourth grading period.
6/9	End of school year 2003-2004 (031)
6/11	ITS copies Current Special Program into Summer Special Program
6/18	Students in Dropout Prevention programmatically withdrawn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 pickup from ITS
6/25	Schools request Summer Student List and Summer Special Program List
6/25	Begin print of Attendance Transmittal Cards for summer session
7/7	Begin summer session
7/9	No-Show processing for summer session
7/12 - 7/16	FTE week for summer session Survey 1
7/16	Deadline for updating teacher information and sectioning of students for summer (5:00 p.m.)
7/16	Deadline for updating Summer Special Program screens (5:00 p.m.)
7/16	SAPAF due to ITS
7/19	DECO processing Survey 1 begins
7/30	SAPAF (041) Scheduling reports available for pickup from ITS
8/3	End of summer session
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