SECONDARY SCHEDULING CALENDAR
January 2004 - August 2004

1/5	Begin working on Curriulum 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)
5/24	**Complete Phase I for summer session Student Scheduling**
5/25	**Begin Phase II and/or III processing for summer session**
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6/18	Students in Dropout Prevention programmatically withdrawn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
6/25	**File freeze for summer session final input for Phase III of Student Scheduling**
6/25	**Begin printing of Attendance Transmittal Cards for summer session**
6/25	**Begin printing Schedules for summer session**
7/7	**Begin summer session**
7/9	**No-Show processing for summer session**
7/12 - 7/16	Deadline for Final Transfer of Mac School future folder to ISIS **(NO EXTENSIONS)**
7/16	File freeze for school year 2004-2005 (041) input for Final Phase III of Student Scheduling
7/12 - 7/16	**FTE week for summer session Survey 1**
7/19	**DECO processing Survey 1 begins**
7/23	**File freeze for summer session**
8/3	**End of Summer Session**
8/3	**Summer Grade Reporting Forms due to ITS**
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
8/10	**Summer session Progress Reports and unweighted final a GPA available to schools**
8/11	Schedules for 041 available to schools
8/16	Begin 041

Prepared by Support Services Revised May 2004