

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **** IMPORTANT ** ELEMENTARY SCHEDULING TIMELINES REMINDER**

On March 12, 2004, ITS programmatically assigned the future school and future grade for elementary students. This included all grade levels that do not feed to a middle school. For additional information regarding this process, schools should reference the e-mail "Future School Assignment – Elementary 041" sent on March 9, 2004.

In the past, the Student Academic Program Assignment Forms (SAPAF) used to build the master and student schedules were processed in August after the rollover process. This later processing date delayed access to applications that require the students' subjects (schedules) to be on ISIS. Applications affected include Student Performance Indications (SPI), Electronic Gradebook, FCAT Explorer, and other programs requiring student course information.

After meeting with several principals and ACCESS Center staff, a schedule for preparing and completing the SAPAF process was developed. Please see below:

June 10 – July 16	Schools update Art, Music, P.E., Spanish S, and SL teacher employee numbers for SAPAF processing. Schools that do not update this information prior to processing will need to make corrections to the Master Schedule in ISIS.
July 16	SAPAF forms returned to ITS. Schools completing their SAPAF forms prior to July 16 may return the forms to ITS for earlier processing.
July 30	SAPAF (041) Scheduling reports available for pickup from ITS.

The Elementary Grade Reporting and Fall Processing Calendar has been posted on the M-DCPS Student Scheduling website. To access the website and the calendar, click on the link below:

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

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