

TO: All Summer Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SUMMER COMPUTER PROCESSING – SUMMER 2004**

All elementary summer schools are reminded to reference the bulletin titled "Summer Session Informational Bulletin for Elementary Schools" for ISIS processing procedures. The following is a breakdown of these requirements:

July 9, 2004 – No Show Processing

1. 1. All summer students must be entered into summer school.
2. 2. No Shows will be inactivated with the withdrawal code of "DNE" and withdrawal date of 07/07/04.

July 16, 2004

1. 1. The summer Master Schedule file with all summer teacher information must be on the file. Most importantly, the teacher employee number (6 digit), and teacher number (3 digit).
2. 2. Students must be assigned summer homeroom sections that match the teacher number (3 digit) on the Master Schedule.
3. 3. The summer ESE Courses (PF21) screen and the Extended School Year Services (Selection R from the Student Services / Exceptional Ed / Special Ed Menu) must be updated for summer ESY students.
4. 4. Schools should order FTE Simulations to verify student information prior to Friday, July 16, 2004.

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