M E M O R A N D U M

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: ** IMPORTANT ** ELEMENTARY SCHEDULING TIMELINES

On April 8, 2005, 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 with the exception of third grade. The third grade students will be updated after the FCAT results have been analyzed. For additional information regarding this process, schools should reference the e-mail "Future School Assignment - Elementary 051" sent on April 4, 2005.

In order to have the master and student files available for the opening of school, it is necessary to complete the Student Academic Program Assignment Forms (SAPAF) prior to rollover. This process builds the master and student schedules needed for applications such as Electronic Gradebook, Student Performance Indicators (SPI), FCAT Explorer and other programs requiring student course information. To insure that the information is available, the following timeline has been established for meeting this requirement. We are aware that the late arrival of FCAT scores, ESOL testing and other placement issues will generate changes as we get closer to the end of the year. However, it is important that the students' current teachers have time to identify the academic program for the students.

April 8 - May 6	Schools entering homeroom sections for Fall student placement
May 13	ITS produces Student Academic Assignment Worksheets (Students must be entered into future homeroom sections.)
May 20	File freeze for putting students into homeroom sections for printing fall (041) SAPAF forms
May 20	ITS begins printing SAPAF forms
May 20 - July 15	Schools update Art, Music, P.E., Spanish S, and SL teacher employee numbers for SAPAF processing.
May 24	Fall SAPAF forms available for **pickup** from ITS
July 15	SAPAF forms returned to ITS
July 20	SAPAF (041) Scheduling reports available for **pickup** from ITS

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

        http://tlc.dadeschools.net/scheduling/

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