

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **REVISED ELEMENTARY SCHEDULING TIMELINE**

The Student Academic Program Assignment Worksheet is a tool used for recording the Academic Program for each student prior to receiving the Student Academic Program Assignment Forms (SAPAF). When SAPAF forms are received, the programs are ready to be bubbled based on the information entered on the worksheets. The purpose for the early print date is to provide time for the students' current teachers, who know the students' course requirements, to indicate the appropriate academic programs. Based on concerns regarding later arrival of FCAT scores, the necessity to test LEP students for appropriate ESOL placement, and the delayed process to place the future grade for third grade students, ITS has revised the scheduling timeline. These changes are detailed below:

Worksheets

- ITS will not automatically print the Student Academic Program Assignment Worksheets on May 13. As schools are ready for the worksheets, they will request them by calling Production Control at 305-995-3705(3). It is important to remember that the May 20 date for printing the SAPAF forms (bubble sheets) will not change.
- It is recommended that schools request and complete the worksheets prior to the printing of the SAPAF form on May 20.

Optional Suggested Procedures for Using Student Academic Programs Assignment Worksheets

The worksheets are printed by Future Grade and display the Academic Programs that the students were assigned to for the 2004-05 school year. Note: If the students' subjects were changed and the Program number was not, the Program Number will not reflect the student actual schedule. Therefore, it is important to verify each student's Program assignment.

Worksheet Sequence Options

Alpha / Grade (Future Grade)

- If the future homerooms have not been entered, schools should order the worksheets by Alpha / Grade sequence. Schools make a copy for each teacher in each grade and the teacher enters the program number for their students
- OR
- One list per grade level could be shared by the grade level teachers.
 - This sequence may be beneficial as it will be easier to locate the students when transferring the Academic Programs to the SAPAF forms.

Alpha / Grade /Homeroom (Future Grade and Homeroom)

- If students that have been entered into their future home room assignment the school may opt to order the forms by Alpha / Grade / Homeroom. This sequence will match up to the SAPAF forms.
- If the completion of the actual SAPAF form is completed after the teachers have left for the summer, the data can be easily transferred by support staff.

Student Academic Program Assignment Forms (Bubble Sheets)

On Friday, May 20, ITS will produce the SAPAF that will be used to create the Master Schedule and assign students' courses. The SAPAF forms will be available for pick up from Production Control on Tuesday, May 24. In order to create an accurate Master Schedule and assign the students' courses to

the right teacher, **it is imperative that all students are assigned a future homeroom by 5:00 p.m. on Friday, May 20.** Using the program codes from the worksheets, schools must bubble a program for each student.

The SAPAF forms are due back to ITS on July 15. At that time, ITS will create the fall Master Schedule and assign students' schedules.

******* IMPORTANT *******

Schools that do not enter any future homerooms by 5:00 p.m. Friday, May 20, **will not receive SAPAF forms.** As a result, the school will need to manually build the Master Schedule and assign the students into academic programs.

Partially entered homeroom sections will result in an incomplete Master Schedule and will result in the school staff needing to make a large number of corrections. In order for the correct class information to be available on the first day of school for programs such as the electronic gradebook and Student Performance Indicators (SPI), all corrections will need to be made prior to August 1st for School Improvement Zone schools and August 8th for all other elementary schools

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