

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **REVISED GRADE REPORTING /FALL CALENDARS**

Attached are the *Elementary Grade Reporting and Fall Processing Calendar* and the *Secondary Scheduling Calendar*. These calendars have been revised to include dates that were not available when the calendars were previously published. All revised dates for the remainder of the 2004-05 school year and the 2005 summer term are listed in bold print.

Schools are reminded that a website is available where they can access the calendars and communiqués related to the scheduling process. The website can be accessed by clicking on the following link or by typing in the address on your browser.

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

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

**ELEMENTARY GRADE REPORTING AND
FALL PROCESSING CALENDAR
January 2005 - August 2005**

2/1	ISIS available for future school activity
2/3	ITS begins the printing of Student Subject Selection Forms (preprinted) and Student Control Lists
2/7 - 2/11	FTE Week for 041 Survey 3
3/11	File freeze for third grading period
3/17	End of third reporting period
3/29	Progress Reports for third reporting period available to schools
3/31	Begin printing of Student data Cards for Spring Registration
4/8	Automatic assignment of future school grade
4/8	Future schools (receiving schools) complete entry of feeder (future) students
4/26	ISIS available for summer school activity
4/26	Schools begins creating Course Offering and Master Schedules for summer
4/26	Schools begin entering homeroom sections and teacher employee numbers for summer
5/13 - 5-/20	Schools may request Student Academic Program Assignment Worksheets for 051 (Report will be printed by Future homeroom designation.) It is strongly recommended that schools request the worksheets prior to the printing of the SAPAF forms on May 20. Please refer to the memorandum sent our on April 29, 2005, Revised Elementary Scheduling Timeline.
5/20	File freeze for putting students into future homeroom sections for printing fall (051) Student Academic Program Assignment Forms (SAPAF)
5/20	Begin print of SAPAF
5/20 - 7/15	Schools update Art, Music, P.E., Spanish S, and SL teacher employee numbers for fall SAPAF processing. This information must be updated prior the scanning of the SAPAF forms.
5/24	Fall SAPAF Forms available for pickup from ITS
5/27	File freeze for fourth grading period.
6/1	End of school year 2004-2005 (041)
6/3	ITS copies Current Special Program into Summer Special Program
6/8	End of school year 2004-2005 (041) for ZONE schools
6/14	Students in Dropout Prevention programmatically withdrawn
6/14	Progress Reports for fourth reporting period available to schools.
6/10	Schools request Summer Student List and Summer Special Program List
6/10	Begin print of Attendance Transmittal Cards for summer session
6/22	Begin summer session
6/22 - 6/28	FTE week for summer session Survey 4
6/24	No-Show processing for summer session
6/28	Deadline for updating teacher information and sectioning of students for summer (5:00 p.m.)
6/28	Deadline for updating Summer Special Program screens (5:00 p.m.)
6/29	DECO processing Survey 4 begins
7/11 - 7/15	FTE week for summer session Survey 1

7/20 **End of summer session**
7/20 **Postal notification cards mailed to transported students**
7/27 All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on
7/27 until 5:30 a.m. on 8/1
7/27 ITS will process DECO Survey 5 at 5:00 p.m.
7/27 Process Attendance Transmittal Cards and Student Data Cards beginning at 5:00
p.m.
7/28 - 7/31 Rollover for 051
8/1 Zone Schools begin 051
8/8 Begin 051

NOTE: ALL DATES ARE SUBJECT TO CHANGE

SECONDARY SCHEDULING CALENDAR

January 2005 - August 2005

1/31	Complete Curriulum Bulletin
2/1	ISIS available for all future school activity
2/3	Begin printing of Student Subject Selection Forms and Student Control Lists
2/7 - 2/11	FTE Week for 041 Survey 3
2/10	Last day to order Final Standard GPA
2/11 - 7/16	Mac School Lab available for schools every Friday.
2/11	Begin Articulation process
2/15	051 Course Offiering should be completed
2/15	Mac Schools import teachers, rooms and courses or create Future folder by duplicating the current folder
3/1	Mac Schools complete Setup module
3/11	File Freeze for third grading period
3/15	Mac Schools complete Details module
3/17	End of third grading period
3/21 - 3/25	Spring Break
3/29	Progress Reports for third grading period available to schools
4/5	Mac School Master Schedule Building Workshop - Create Master Schedule (1/2 day session)
4/15	Future schools complete entry feeder (future) students. Schools request Transmittal Lists from ITS as input is completed
4/15	Mac School Initial Import of Student and Student Requests completed
4/15	Schools with complete school population for 2005-2006 will start Phase I Student Scheduling for school year 2005-2006 (051)
4/26	ISIS available for summer session entry
4/27	Mac School Master Schedule Building Workshop - Scheduler (1/2 day session)
5/11	Mac School Master Scheduling Workshop - Assign Students (1/2 day session)
5/19	Mac School Senior High Final Transfer/Opening of School Workshop
5/20	Mac School Middle School Final Transfer/Opening of School Workshop
5/20	Complete Phase I for summer session Student Scheduling
5/23	Begin Phase II and/or III processing for summer session
5/27	File Freeze for fourth grading period
6/1	End of school year 2004-2005 (041)
6/1	Schools complete Preliminary 051 Master Schedule (Mac School and Mainframe scheduling)
6/8	End of school year 2004-2005 (041) for ZONE schools
6/10	File freeze for summer session final input for Phase III of Student Scheduling
6/10	Begin printing of Attendance Transmittal Cards for summer session
6/10	Begin printing Schedules for summer session
6/13	Final Transfer Process for Mac School future folder available
6/14	Students in Dropout Prevention programmatically withdrawn
6/14	Progress reports for fourth grading period and unweighted final GPA available to schools
6/15	12th Grade Rollover (W06) and 11th & 12th Grade Attendance History for Transcript System

6/15	Mac School Master Schedule for 051 at 100%
6/22 - 6/28	FTE week for summer session Survey 4
6/22	Begin summer session
6/24	Student schedules at 100% for Cycle 051
6/24	No-Show processing for summer session
6/29	DECO processing Survey 4 begins
7/5 - 7/8	Deadline for Final Transfer of Mac School future folder to ISIS (NO EXTENSIONS)
7/8	File freeze for school year 2005-2006 (051) input for Final Phase III of Student Scheduling
7/11 - 7/15	FTE week for summer session Survey 1
7/15	Begin processing Postal Notification Cards. ISIS disabled at 5:00 p.m.
7/15	File Freeze for 05S grade reporting
7/18	DECO processing Survey 1 begins
7/18	Grade Reporting Forms for 05S available for pick up at ITS
7/20	End of Summer Session
7/20	Summer Grade Reporting Forms due to ITS
7/20	Postal notification cards mailed to students by ITS
7/21	ZONE Schools - Process all fall reports for Secondary Schools. Begin printing at 5:00 p.m.
7/25	ZONE Schools - Schedules for 051 available to schools
7/25	Summer Session Progress Reports and unweighted final a GPA available to schools
7/27	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on 7/27 until 5:30 a.m. on 8/1
7/27	ITS will process DECO Survey 5 at 5:00 p.m.
7/27	Process all fall reports for Secondary Schools. Begin printing at 5:00 p.m.
7/28 - 7/31	Rollover for 051
8/1	Zone Schools begin 051
8/3	Schedules for 051 available to schools
8/8	Begin 051

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