

MEMORANDUM

TO: All Secondary School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **SUMMER SERVICES PROCEDURES – SECONDARY SCHOOLS**

The purpose of this memorandum is to clarify the summer services procedures for secondary schools. Based on School Board Action, the criteria for attending the summer session has reduce the number of students eligible to attend and many schools will be closed and students will be sent to other locations. To accommodate this process the following actions are necessary:

Student Registration

- To assist the open schools with the registration process, the closed school may enter their students into the appropriate open school in ISIS. The open/closed schools should communicate with each other to facilitate this process.
- ITS will print optional Summer School Subject selection Forms for schools electing to use these forms. These forms may be used to assist with the data entry process of students; however, schools are reminded that the use of these forms is optional. If schools elect to use these forms, they should call Production control at 305-995-3705(3) to request the form.
- ITS will begin printing the Summer Attendance Transmittal Cards on June 10, 2005. All students must be registered by that date to receive a preprinted Summer Attendance Transmittal Card.

Schools

- If it is necessary to be able to identify the home school of the students, the school can order a Summer Student List from the Online Report Request System in ISIS. This report will show both the summer and current school numbers. At the end of the summer session, schools will be given an option on the Confirmation of Report Card Processing Questionnaire to have the report cards sorted by home school.
- Based on the summer program description for credit earned, schools are reminded that when creating the 05S course file, the following course code suffixes must be used:

41 – for all annual courses	Start Period 1 – End Period 6 Start Period 1 – End Period 3 (Middle School courses only) Start Period 4 – End Period 6 (Middle School courses only)
25 – for all semester courses	Start Period 1 – End period 3 Start Period 4 – End Period 6

Note to senior high schools:

Per the Summer Services Handbook, students are to receive 1.0 credit for enrollment in the FCAT Communications Enhancement, FCAT Math Enhancement or FCAT Communication and Math Enhancements. To generate a full credit, schools will need to create a section with periods 01 - 03 and a section with periods 04 - 06. Students must be assigned **both** sections.

Students enrolled in the FCAT Communications and Math (combination course) must

have two sections of that course. **Do not** enter these students into 1 course of FCAT Communications and 1 course of FCAT Math.

According to the Summer Services Implementation Document, grade 8 students will be allowed to take a maximum of two annual courses if it will facilitate promotion to grade 9 at the end of the summer session. Schools should refer to the Summer Services Implementation Document for eligibility criteria.

- Electronic Grade book/TADL Schools – The summer down load file for Electronic Gradebook and TADL will be available on June 13, 2005.

The *Summer Session Informational Bulletin for Secondary Schools* for the 2005 summer session is available online at:

<http://www.dadeschools.net/ehandbook/index.htm#S>

This bulletin was prepared to assist schools with the computerized summer registration and academic file preparation process. A copy of this bulletin should be printed at the school site, as a hard copy will not be mailed.

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