

MEMORANDUM

TO: All Elementary Schools
FROM: Information Technology Services (ITS)
SUBJECT: **** URGENT ** 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.

May 20	File freeze for putting students into homeroom sections for printing fall (051) 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 (051) Scheduling reports available for pickup from ITS

***** 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**

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.

**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