REVISED DATE DISPLAYED IN BOLD

M E M O R A N D U M

TO: All Magnet Schools

FROM: Information Technology Services (ITS)

SUBJECT: **Magnet Student Transportation Reports - REVISED**

Each week beginning Tuesday, May 17, 2005, ITS will produce and mail transportation reports to each magnet school. These reports reflect all students in ISIS with a future area transfer code of "G." Students that have a "Y" under the column titled "FUT TRAN ELIG" have been deemed eligible for transportation. Those students with a code of "N" have been deemed not eligible for transportation. Students with a code of "R" are pending review. An "R" will occur when a "Y" for Transportation Service Zone (TSZ) School Student has been entered on the Future Magnet School Information screen for new students or students with an address and/or resident school change.

On June 3, 2005, ITS will programmatically check and update all students flagged for review. If a student's address falls within a TSZ, the student will be flagged as eligible (FUT TRAN ELIG "Y") for transportation. If the student's address does not fall within a TSZ, the student will be flagged as ineligible (FUT TRAN ELIG "N"). If the student's address is invalid or not within any defined boundary, the student will continue to be flagged for review and the Transportation Department will review manually for eligibility, and update accordingly.

After the programmatic update, if a "Y" is typed for TSZ School Student, ITS will automatically check each new student entry for eligibility. If a "Y" is typed, the student will be given the appropriate Transportation Service Zone School and transportation eligibility will be based on his/her address. If an "N" is typed, the student will be ineligible for transportation. If the student's address is invalid or not within any defined boundary, the student will be flagged for manual review by the Transportation Department.

The final report will be produced on **July 1, 2005**. At that time, magnet transportation will be finalized. All magnet students requiring transportation must be entered before 5:00 P.M. on July 1, 2005.

If there are questions regarding transportation eligibility, schools should call Ms. Willie McKinney, Ecotran Operations Specialist, Transportation, at 305-969-2225. Questions regarding data entry should be directed to Support Services at 305-995-3705.