

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** Elementary Scheduling Timelines**

On Friday, May 20, 2005, ITS printed the Student Academic Program Assignment Forms (SAPAF). Schools should now be in the process of preparing all of the files necessary for building the master and student schedules. The timeline for completing the necessary updates is listed below.

May 20 – July 15	Schools update Art, Music, P.E., Spanish S, and SL teacher employee numbers for SAPAF processing. NOTE: If your school will be returning the SAPAF forms prior to July 15, this information must be completed prior to bringing the SAPAF forms to ITS.
July 15	SAPAF forms returned to ITS
July 20	SAPAF (051) Scheduling reports available for pickup from ITS

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, 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