

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS MODIFICATION – STUDENT ADDRESS EDITS**

To improve operational efficiencies and have accurate student addresses for bus transportation and data submission to the Florida Department of Transportation, ISIS has been modified as follows:

- When entering a student, if an invalid/incorrect student address has been entered on one of the following screens, the “OC: ZZ” will be displayed and the student entry will be blocked.
 - Student Information (PF3)
 - New Student Entries Without ID
 - Future School Entries
 - Summer School Entries
- Schools should verify the address and make corrections, if necessary. If the address is entered correctly but is blocked, the school will need to call Attendance Services at 305-883-5651 to request assistance.
- If Attendance Services is unable to identify the problem that is preventing the student entry, you will be referred to Transportation. Transportation will provide a two digit code that will be entered on the “ZZ” field. This will allow the school to continue with the student entry while Transportation researches the address issue.
- ISIS Help Menu – Street Type Abbreviations has been added to the Help Menu. To access the abbreviations, press PA2 then press PF9.

Attendance Services conducted workshops on June 8 and 9 that provided detailed information regarding the procedures above.

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