

## MEMORANDUM

TO: All Elementary Summer Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SUMMER COMPUTER PROCESSING - SUMMER 2005**

All elementary summer schools are reminded to reference the bulletin titled "Summer Session Informational Bulletin for Elementary Schools" for ISIS processing procedures. The following is a breakdown of these requirements:

### **June 28, 2005**

- The Summer Master Schedule file with all summer teacher information M U S T be on file. Most importantly, the teachers' employee number (6 digit) and teacher number (3 digit).
- Students M U S T be assigned summer homeroom sections that match the teachers' number (3 digit) on the Master Schedule.
- The summer ESE Courses (PF21) screen and the Extended School Year Services (Selection R from the Student Services / Exceptional Ed / Special Ed Menu) must be updated for summer ESY students.

### **July 20, 2005**

- The summer course must be entered on the Student Record / Subjects screen (PF1) for third, fourth and fifth grade students.

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