

MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS FILE UPDATE SECONDARY - 2005- 06**

On Wednesday, July 27, 2005, at 5:00 p.m., online operations in ISIS will be suspended until 5:30 a.m. Monday, August 1, 2005. During this time, ITS will update the Student Data Base file for the 2005-06 school year.

1. For students continuing in or pre-registered to a Miami-Dade County Public School, including students remaining in the same school and students changing to another school by feeder process or inter-school transfer, the following will occur on the individual student record:
 - A. Current school is assigned (Future school becomes Current school);
 - B. Grade and homeroom section is assigned from the student's 051 schedule;
 - C. Entry date to Current school is designated as the first school day of the term
08/01/05 for School Improvement Zone
08/08/05 for all other schools
2. For students in grade 12 during the past school year (2004-2005) through the 2005 summer session, senior high personnel should refer to a separate memorandum, Subject: Students in Grade 12 - Summer 05S.
3. Students (other than 12th grade) who were active during the past school year (2004-05), and are not scheduled for the 2005-06 school year, and have no Future school designation will be inactivated with withdrawal code W22.
4. Starting Monday, August 1, and continuing through Friday, August 5, 2005, schools will be able to enter new and transferring students with an automatic effective date of the first day of school, 08/08/05. **School Improvement Zone schools must use the actual date the student enters into schools.**
5. Exceptional, Dropout Prevention and Limited English Proficiency student information will be updated based on the course(s) from the student schedule (051) file by Monday, August 5, and will be updated every night through August 19, 2005. After August 19, the update for Special Programs will take place every weekend.

If there are questions regarding this process, please call Support Services at 305-995-3705.