

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS FILE UPDATE ELEMENTARY – 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. Current Grade is assigned (Future Grade becomes Current Grade)
 - c. Entry date to Current School is designated as the first school day of the fall term
08/01/05 for School Improvement Zone
08/08/05 for all other schools
2. Homeroom is assigned from Future Homeroom, if available.
3. Students who were active during the past school year (2004-05) and have no Future School designation will be inactivated (Withdrawal Code W22).
4. Starting Monday, August 1, and continuing through Friday, August 5, schools will be able to enter new and transferring students with an automatic effective date of the first day of school, 08/08/05 for schools opening on August 8. **School Improvement Zone schools must use the actual date the student enters into school.**

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