

MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS SIGN-ON PROCEDURE – 051**

Effective Monday, August 1, 2005, schools must enter new and transferring students by signing on to the Current School application. This action will automatically place the entry date of 08/01/05 on the students' records in the School Improvement Zone and 08/08/05 on the student's records for schools opening on August 8, 2005. The Future School application in ISIS will no longer be valid.

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 procedure, please call Support Services at 305-995-3705.