

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY - ROOM NUMBERS FOR CLASS SIZE REPORTING**

Effective with the 2005-06 school year. The Florida Department of Education (FLDOE) has initiated a new requirement for the transmission of class size data. The new edit requires all rooms to be identified by a valid FISH number. Room numbers that **cannot** be matched will result in the loss of FTE for all students in that class. Schools should reference the memorandum dated August 5, 2005, *2005 - 2005 Class Size Computation* from Ms. Antoinette Dunbar, Deputy Superintendent, Curriculum, Instruction, and School Improvement and Mr. Freddie Woodson, Associate Superintendent, School Operations.

To prevent possible loss of FTE, ITS is in process of modifying the method used to identify the room number information for class size reporting. The ISIS room number will be identified on the Student Information Screen (PF 3). When using a room number that is different than the FISH room number, the ISIS room number must be identified on the FISH / ISIS Room Display / Update screen next to the corresponding FISH room number. The room number on the Course Record screen (PF9) will no longer be used for reporting purposes. Pull out courses (ESE, ESOL, etc) **will not** be used in the Class Size calculation.

Effective August 15, 2005, the following modifications will be available.

- Student Information screen (PF3) will be modified to include a field for the room number for each homeroom teacher.
- Categorical Update Menu - Selection 2 – Homeroom Section / Teacher Changes on the Categorical Update Menu will be modified to allow mass entry of teachers' employee numbers and rooms.

Beginning August 15 elementary schools must begin verifying and updating the homeroom employee number and room number on the Student Information Screen. This information can be updated on the PF3 screen or by using selection **2** on the Categorical Update Menu. In addition, when entering or changing a student's homeroom assignment, the HR Teacher employee number and the ISIS Room number will be required.

Pre-kindergarten room numbers must be entered Miscellaneous School Information screen or by using selection D - Pk Emp/Crse/Hrs/Days/Room on the Categorical Update Menu.

Beginning with the first CASAS run on August 19, a warning message will appear on the FTE simulations warning that the FTE will not be funded for that course. Beginning September 5, the FTE simulations will produce an error that the FTE will no longer be funded for that course and the FTE will be set to zero.

Schools are reminded that the room number on the PF3 screen must be the FISH room number or the room number identified on the FISH / ISIS Room Display / Update screen. FTE funding will be withheld from any room that cannot be identified on the FISH file. It is strongly recommended that all updating be completed by September 8, 2005. This will allow schools ample time to resolve any errors prior to FTE.

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