

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY SCHOOL INFORMATION UPDATES**

The course information that was generated by the SPAPA processing is used for grade reporting, FTE processing, Class Size reporting, electronic gradebook and other academic applications (SPI, Riverdeep, etc.). In order to insure the accuracy of these records, it is necessary for schools to verify and update the following information, as necessary:

MASTER SCHEDULE CORRECTIONS

The information on the Course Record (PF9) screen in ISIS must be verified and updated. To assist with this task, schools should order a Class Master List / Seat Inventory by Course Sequence and/or Teacher Number order from the Online Report Request System. The following information must be verified:

- **Teacher Employee Number (EMP-NO)** - Verify each course section has the correct teacher's employee number
- **Teacher Number (TCH NUM)** - The 3-digit identifier should be the same as the homeroom section used the students in the class
- **Teachers' Names** - Verify that the correct teacher is listed for each section of each course

STUDENT INFORMATION (PF3)

- **Homeroom Teacher Employee Number on the Student Information (PF3) screen** - Schools should request a Student Information List in Alpha/Grade/Homeroom from the Online Report Request System to verify all students have the correct homeroom teachers' employee numbers on the Student Information (PF3) screen. Schools must verify that the PK/Basic Homeroom Teacher employee number is correct. The number is initially updated when the SAPAF Forms are scanned by ITS. However, many schools did not have their students sectioned into homerooms and therefore the students did not appear on the SAPAF forms. If the employee number is not correct, it can be changed on the Student Information screen (PF3) or by using Selection 2, Homeroom Section / Teacher Changes from the Categorical Update Menu. The Homeroom Teacher number is used when processing the FTE and creating the teacher information for DECO.
- **Room Number** - Effective with the 2005-06 school year, the room number that will be used for determining Class Size will be taken from the Room Number field on the Student Information screen (PF3). Schools should reference the memorandum sent on Wednesday August 10, 2005, subject *Elementary – Room Numbers for Class Size Reporting* for detailed instructions for entering the room number on the Student Information screen.
- **NOTE:** Beginning the weekend of August 20, 2005, the ISIS.FISH Room Error Report and the Homeroom Teacher/Room Error Report will be run weekly through the October FTE. Beginning in January 2006, these reports will be produced again through the February FTE.

If you need any assistance or clarification of this memo, please call Support Services at 305-995-3705.