M E M O R A N D U M

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS MODIFICATION - GROUP CODE**

In order to report accurate Class Size information for students who are **pulled out** of core courses for ESOL or Gifted services, a group code field has been added to the Current ESE Courses, ESE Information Categorical Update, Limited English Proficiency Courses and ESOL Information categorical update screens. The group code will be used to designate a segment of time for a teacher during which a group of children are **pulled out** for ESOL and/or Gifted.

A group code assigned to one group of students meeting in the first time segment would be indicated with **A**, the next group would be indicated with **B**, and the next group would be indicated with **C**. The valid Group codes are A-Z and can be repeated with different employee numbers.

Sample Teacher 1:			Sample Teacher 2:
8:00 a.m. to 9:00 a.m.	Group A		8:00 a.m. to 9:00 a.m. Group A
9:00 a.m. to 10:00 a.m.	Group B		9:00 a.m. to 10:00 a.m. Group B
10:00 a.m. to 11:00 a.m.	Group C		10:00 a.m. to 11:00 a.m. Group C

A group code must be entered when using the following subject codes:

        7755040 Advanced Academics (Pre-K-5)
        7855040 Advanced Academics (6-8)
        0000004 ESOL Related (Students receiving curriculum content in home language)
        5010010 English for Speakers of Other Languages - Elementary (Pre K-5)
        1002000 M/J English for Speakers of Other Language 1 (6-8)

When entering students with other exceptional education course code numbers you will need to tab past the Group Code field.

Additional information regarding Class Size is available in the Class Size User Guide that is available online at:

        http://ehandbooks.dadeschools.net/

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