

MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **CLASS SIZE ROOM EDITING – SECONDARY SCHOOLS**

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, *2005-2006 Class Size Computation* from Ms. Antoinette, Dunbar, Deputy Superintendent, Curriculum, Instruction and School Improvement and Mr. Freddie Woodson, Associate Superintendent, School Operations.

To prevent the possible loss of FTE, ITS is in process of modifying the Course Record (PF9) screen to perform a room editing check when a room number is entered. The new process for editing the room numbers will be effective on **Monday, August 15, 2005**. One of the following procedures for identifying the room number must be used when identifying the room numbers:

- The room number entered must be the valid FISH room number. The FISH room number is the last portion of the FISH number. Example: 00282-A-00306-00001-001, **001** is the FISH room number
- If the school is not using the FISH room number, then the school identified room number must be entered on the FISH / ISIS Room Display / Update screen next to the corresponding FISH number.

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.

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