

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **VPK COURSE INFORMATION**

Information Technology Services (ITS) has programmatically updated the PK Course information for the Volunteer Pre-Kindergarten Program (VPK) students coded with PK code "V" on the Miscellaneous Information (PF20) screen. During this process, the program checked to see if an employee number and room number were entered on the Miscellaneous Information screen. If the employee and room numbers were present, the course information was updated. If the employee and room numbers were **not** present, the course information was **not** updated.

It is important that schools verify that the course information for all PK code "V" students has been updated. To verify this information, schools should use PARIS and search for PK students with a Status of "O".

On the Display Items screen, display the following codes:

01	Student Id
02	Student Last Name
03	Student First Name
67	Current PK Program Code
68	PK Course
82	PK Teacher

If a student does not have a course number displayed, the school must go to the Miscellaneous Information screen and enter the PK teacher's employee number and room number. When the enter key is pressed the course information will automatically update.

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