

MEMORANDUM

November 3, 2005

TO: All Elementary School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **Preparing For Term 2 (2005-2006) - REMINDER**

The attached informational guide has been prepared to assist you in processing student records during the transition period from Term 1 to Term 2. To identify the necessary course sequences and sections for students that must be promoted at midyear, schools should request a *Class Master List/Seat Inventory* sorted by period/teacher from the Online Report Request System in ISIS.

If further assistance is required, please call Support Services at 305-995-3705.

Attachment

cc: Ms. Debbie Karcher
Regional Center Superintendents
Mr. Nicholas Di Liello
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Preparing for Term 2

Student Grade Level and/or Homeroom Changes

A. Midyear Promotions

These changes cannot be processed until Term 2 begins, January 2, 2006.

Verify that the current grade and homeroom are correct.

On the Student Database file in ISIS, there is only one place to record the student's grade level; i.e. "current grade." In order to provide a record for a student being promoted at the beginning of Term 2, the following action must occur:

Action: Using the appropriate *Categorical Update* screen in ISIS (selection 1 or 3 on the Categorical Update menu), enter the new grade or grade and homeroom. This action will update the current grade and/or homeroom on the ISIS file and also provide for a Term 1 and Term 2 grade/homeroom record for the student on the *Student /Record/Subjects* screen (PF1).

Change the student's subjects one by one. This is accomplished by typing the new subject sequence and section number(s) directly over those that are displayed. The new course sequence and section numbers are obtained from the *Class Master List/Seat Inventory*. Schools should request a *Class Master List/Seat Inventory* from the Online Report Request System in ISIS.

B. Grade Level Corrections

During Term 1

Make the change on the *Student Information* screen (PF3). No further action is required.

During Term 2

Two possible situations may apply. They are:

Situation 1:

No prior midyear promotion was processed for the student.

Action required:

Make the change on the *Student Information* screen (PF3), verify the student's subjects. No further action is required.

During Term 2 (continued)

Situation 2:

A prior midyear promotion was processed for the student. In this case, the student has a Term 1 grade level and a different Term 2 grade level displayed on the *Student Record/Subjects* screen (PF1). The Term 2 grade level is the same as the “current grade” level.

Action required:

To correct the “current grade” and the Term 2 grade level, make the change on the *Student Information* screen (PF3). The Term 1 grade level will not change. Verify the student’s subjects.

If the Term 1 grade level designation must also be changed, please contact Support Services at 305-995-3705.

The categorical grade and homeroom update screens must be used for midyear promotions. Do not change the grade level for midyear promoted students on the Student Information screen (PF3).