

MEMORANDUM

February 13, 2006

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SCHEDULING OF ADVISEMENT AND HOMEROOM COURSE PERIODS**

The computerized process for creating the School Profile reports uses the school's room file and the Master Schedule file for determining room capacities. The process looks at the first six periods of the day and uses the capacities generated by room type and type of class that is scheduled. Since Advisement and Homeroom courses do not generate a capacity, it is necessary to schedule these classes in the last period of the day when building the Master Schedule. This does not mean that the class must physically meet at the end of the day. The class would only need to be reflected on the students' schedules as the last period of the day.

After the scheduling process has been completed, schools that prefer to have an Advisement or Homeroom class displayed at the beginning of the day must go to the Course Record screen (PF9) in ISIS and change the Advisement period to 00. This will cause the class to be the first class displayed on the student's schedule and the remaining academic classes to start with period 01.

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