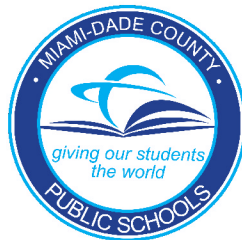# Elementary Scheduling

March 2010

Miami-Dade County Public Schools

Information Technology Services

Table of Contents

Table of Contents

Appendix

The Florida Department of Education (FLDOE) requires each District to report each course and the minutes per week spent in each course via FTE processing. In order to adhere to these requirements, the elementary scheduling process has been modified effective with the 2008-09 school year. It is essential that the steps in this booklet be followed.

In order to ensure that the necessary information required for applications and processes such as the Electronic Gradebook, Class Size computation, FTE, FCAT Explorer, Student Performance Indicators (SPI), and other instructional applications are available for the opening of schools, it is critical that master and student file information is entered into ISIS in an accurate and timely manner.

Scheduling, Class Size, and Electronic Gradebook

Class Size vs. Scheduling

The course, teacher, room and seats assigned on the **Course Record** screen (PF9) are used to calculate the Class Size average. This includes all ESE and LEP course and hour information. The number of students enrolled in each course section is used for the calculation.

Co-Teaching Teams

To assist with the reduction of Class Size, the co-teacher model has been implemented. It is important that these co-teacher teams and students be identified as early as possible to avoid disruption in the Electronic Gradebook that occurs with the opening and closing of classes and changes to students' schedules. Additional information regarding co-teaching will be discussed later in this booklet.

Student Scheduling Impact on Electronic Gradebook

It is critical that the support staff responsible for master and student scheduling and the Gradebook Manager have direct and open communications regarding any scheduling changes.

- The student schedules are the driving force behind the accuracy of the Electronic Gradebook. The classes and students that appear in the teacher's Gradebook come directly from the information on the Course Record (PF9) screen and students' schedules. A change made to the master or student schedules will have a direct impact on the Gradebook.

- When students are moved from one class (Sequence/Section) to another after the sending teacher has entered assignments and/or grades, the grades from the first class will not follow the student. In this case, the sending teacher will need to provide summary grades to the receiving teacher.

Establishing School's Homeroom Sections

All students **must be assigned to homeroom sections** within each grade level corresponding to their homeroom teacher. Grade and homeroom sections are used when sorting numerous computer generated reports. The homeroom section identifier will also be used as the teacher number for scheduling.

The homeroom section designation is a three-position code on each student's record. Schools may assign numeric characters, alphabetic characters, or a combination of both. While the coding system utilized is the decision of the individual school, the following rules are mandatory:

- Each homeroom section plus the grade level must identify the students assigned to a homeroom teacher.

- All three positions must be used, no blanks.

- Any homeroom sections that consist of multi-grade levels should be assigned alphabetic homeroom designations.

- All designations that are numeric, alphabetic or a combination of both, must be **unique within the school**.

- DO NOT USE A ZERO in the first position.

The following are sample homeroom designations that may be used:

Alphabetic Homeroom Designations

Teacher Name	Grade	Homeroom Designation
Brown	03	BRN
Smith	02	SMI
Green	01	GRN

Numeric Homeroom Designations

Teacher Name	Grade	Homeroom Designation
Brown	03	301
Smith	02	202
Green	01	101

Alpha/Numeric Homeroom Designations

Teacher Name	Grade	Homeroom Designation
Brown	03	BR3
Smith	02	SM2
Green	01	GR1

Elementary Grade Reporting Overview

Verifying and Correcting Student Information in ISIS

On the last Friday in January, ITS programmatically futures grade levels by incrementing the current grade level by one for students in grades kindergarten through the highest non-feeder grade. It is important that schools update and maintain this information. New entries, withdrawals, grade level, and homeroom section changes must be maintained on the ISIS file.

Student Information List

To assist in validating the accuracy of student information in ISIS, Student Information Lists should be requested as changes are made. The lists are available in the following sequences:

- o Alpha within school
- o Alpha within grade
- o Alpha within homeroom section within grade
- o Alpha within homeroom section

To verify that the correct students are assigned to the correct teacher, schools should order this list in the Alpha within homeroom section within grade sequence.

Schools may order Student Information Lists through the ONLINE REPORT REQUEST SYSTEM in ISIS, selection 5.

Establishing Student Academic Programs

The Curriculum and Instruction office and school principals have defined the Elementary Academic Programs, which accommodate the curricula of elementary students.

Teachers evaluate each student and assign the program, which is most appropriate. Each program is represented by a two-position code number. In each grade level, the programs are repeated using the same program number. Each individual academic program contains specific courses for which a student is graded. Each subject is printed on the report card, unless removed by the school. *[A complete listing of the program numbers is found in the Elementary School Academic Programs Title List.]* This list is available from the School Master Scheduling Web site at: http://tlc.dadeschools.net/scheduling/index/asp.

Student Academic Program Assignment Worksheets

As part of the process for creating the Course Offering and Master Schedule, ITS will generate a Student Academic Program Assignment Worksheet for all elementary schools. Teachers will use the worksheet as a tool to collect the academic program number (course information) assignment for each student. Teachers must be given a copy of the Elementary School Academic Programs that are valid for their grade level to be referenced when choosing the students' academic programs. The worksheet will then be used as the data entry document.

Elementary Grade Reporting Overview

School may request additional Student Academic Program Assignment Worksheets from Production Control by submitting a Self Service incident at http://selfservice.dadeschools.net/ and select "Production Control", from the drop-down menu. *[See Appendix 1 for a sample of the Student Academic Program Assignment Worksheet.]*

> **NOTE:** **IMPORTANT! The Elementary Student Academic Programs have been modified and it is critical that teachers check the program course content carefully when choosing a Program code for each student.**

Establishing School's Course Offering and Master Schedule

ITS programmatically creates the school's course offering, beginning with course sequence A01. A sequence will be created for all grade appropriate subjects for all grade levels. In addition, ten sections (a section of a course represents a teacher) will be programmatically created for each course sequence. School will enter the teacher information beginning with the first section.

> **NOTE:** **Sequences for pullout therapy courses such as Speech, Occupational Therapy and Physical Therapy will not be programmatically created and will need to be created by the school. Instructions for this process are detailed later in the booklet.**

A unique three-position course sequence code is assigned to each course taught in the school. The code consists of a letter and two numbers. All course sequence codes for each grade within a given subject code are assigned the same letter with the two remaining numbers incrementing for each grade level. *[See example below.]*

Subject Code	Course Sequence
5010040B1 – Kindergarten Language Development	A01
5010040C1 – First Grade Language Arts	A07
5010040D1 – Second Grade Language Arts	A09

> **NOTE:** **K-8 Center sequence codes will begin with A51. The sequences with numbers from 01 to 50 are reserved for the secondary grades (6-8).**

A homeroom course is part of each academic program. These courses will have a four-digit course sequence code and will be used to take daily school attendance in the Electronic Gradebook. All schools must enter the teacher information in order to assign the students to an academic program. These sequences are as follow:

Grade	Sequence
Pre-Kindergarten	0000
Kindergarten	0001
First Grade	1001
Second Grade	2001
Third Grade	3001
Fourth Grade	4001
Fifth Grade	5001
Sixth Grade	6001

Elementary Grade Reporting Overview

Schools will be provided with Course Teacher Assignment Worksheets *[see Appendix 3]* for each course sequence to be used as data entry forms. Space is provided for the room number, employee number, three-character teacher number (student's homeroom section) and the teacher's name. These forms should be completed and the teacher information entered onto the Course Record (PF9) screen in ISIS.

The following procedures are necessary to individualize the school's master schedule:

Step 1: Schools should determine the number of teachers required, by grade level. Schools are reminded to adhere to class size requirements when determining the number of teachers required. (PK-3=18; 4-8=22)

Step 2: Assign each teacher a unique alphabetic, numeric or alphanumeric 3-character teacher number. This number will also serve as the student's homeroom section.

Step 3: Schools must obtain the M-DCPS employee number for each teacher. If the teaching position is unfilled at the time the school is assigning the teachers to courses, schools should leave the six-digit employee number blank. When the employee number has been assigned, schools should enter the correct employee number on the COURSE RECORD (PF9) screen.

Step 4: On the Course Teacher Assignment Worksheet for each course sequence, write the room number, employee number, 3-character teacher number (homeroom identifier), and the teacher's name for each teacher that will be teaching that subject/grade.

Step 5: Using the completed Course Teacher Assignment Worksheet, enter the data on the school's COURSE RECORD (PF9) screen. The following information is required and MUST be entered on the COURSE RECORD (PF9) screen for every sequence that will be used by the school:

Cycle and Course Sequence Information
- Cycle Designation
- Course Sequence to be updated (A01, A02, etc.)

Section Information
- Room Number
- M-DCPS Employee Number (six-digits)
- Unique Teacher Number (3 characters that are the same as the homeroom section)
- Teacher Name or TBA if the teacher is unknown.

NOTE: **Space for ten teachers is provided for each course on the Course Teacher Assignment Worksheet. Only enter the teachers required for each course in each grade level. In most cases, not all 10 sections will be used. However, if additional sections are needed, press PF16 to add the additional sections as needed.**

Before adding additional sections, use all of the ten (10) sections first.

Updating the Course Record Screen

Before Rollover, schools must sign on to ISIS using the Future School Activity Indicator (Y) when entering or updating Future School information. After Rollover, Future becomes Current and no School Activity Indicator is needed.

On the ISIS main menu,

```
ISIS-11-661H                                    04/22/10 11.00.20
        M I A M I - D A D E   C O U N T Y   P U B L I C   S C H O O L S
    I N T E G R A T E D   S T U D E N T   I N F O R M A T I O N   S Y S T E M
                SCHOOL NUMBER .. 5555

    THE FOLLOWING FUNCTIONS ARE AVAILABLE -

            1.  STUDENT DATA BASE SYSTEM
            2.  DAILY ATTENDANCE
            3.  SCHOOL INFORMATION
            4.  COURSE INFO / MASTER SCHEDULE
            5.  ONLINE REPORT REQUEST SYSTEM
            6.  DECO   D.O.E. CORRECTION SYSTEM



    ENTER SELECTION NUMBER .. _   OPERATOR INITIALS .. MIS

        SHARED SCHOOL ACTIVITY, KEY 'Y' .. _
        SUMMER SCHOOL ACTIVITY, KEY 'Y' .. _
        FUTURE SCHOOL ACTIVITY, KEY 'Y' .. Y          *    FUTURE SCHOOL    ***
        SECOND SHIFT  ACTIVITY, KEY 'Y' .. _
HELP WITH CODES _ PA2 KEY
```

▼   **Type**   **Y** for FUTURE SCHOOL ACTIVITY

▼   **Press**   **PF9**

The COURSE RECORD screen will be displayed.

```
A162 ENTER SEQ, PRESS ENTER
AS09-25-GGLII            C O U R   R E C O R D       04/22/10  00.35.04
SCHL 5555 CYCLE 101 CRS SEQ      AT    SUB CDE            TRM IND   CR  .
RP   ALT1     ALT2      SHRD SCHL      GRD RESP   ARRV TITLE
TITLE
FACILITY TYPE       COMPUTER LITERACY     TEAM GRADE      LAST UPDT 04/22/10
      PER                      TEACHER             TEAM         SEATS
SC  S ST EN     ROOM EMP NO   NUM NAME           NUM   DAYS   MAX  ASSG  #1
```

Using the completed Course Teacher Assignment Worksheet,

▼   **Type**   the course sequence (CRS SEQ) to be updated

▼   **Press**   **Enter**

The COURSE RECORD screen programmatically created by ITS will be displayed.

Updating the Course Record Screen

To add teachers to the course sequence, using the completed Course Teacher Assignment Worksheet,

```
                              FTE INFO = PF14   CHNGS = PF15    ADDS = PF16
AS09-25-G6LH              C O U R S E    R E C O R D        04/22/10   09.15.29
SCHL 5555 CYCLE 101  CRS SEQ A13  ST A SUB CDE 5010040F1
                                    GRD RESP C ABRV TITLE Lang Arts
TITLE Language Development
FACILITY TYPE       COMPUTER LITERACY                 LAST UPDT: 04/22/10
          PER                     TEACHER                   SEATS UPD=PF13:
SC  S ST    MIN  ROOM EMP-NO    NUM NAME            DAYS    MAX   ASSG   #I
01  A 01   0150                                     MTWRF  0000  0000
02  A 01   0150                                     MTWRF  0000  0000
03  A 01   0150                                     MTWRF  0000  0000
04  A 01   0150                                     MTWRF  0000  0000
05  A 01   0150                                     MTWRF  0000  0000
06  A 01   0150                                     MTWRF  0000  0000
07  A 01   0150                                     MTWRF  0000  0000
08  A 01   0150                                     MTWRF  0000  0000
09  A 01   0150                                     MTWRF  0000  0000
10  A 01   0150                                     MTWRF  0000  0000
```

▼ **Press**   **PF15** to release the cursor

▼ **Tab**   to the **ROOM** column

▼ **Type**   the appropriate room number

▼ **Tab**   to the **EMP–NO** column

▼ **Type**   the teacher's employee number

The cursor will move to the TEACHER NUM column.

▼ **Type**   the unique three-character teacher number

The cursor will move to the TEACHER NAME column.

You may type the teacher's name or **press enter** to allow the system to programmatically enter the name. Use **TBA** if the teacher is unknown. If there is more than one unknown teacher, use **TB1, TB2,** etc.

Updating the Course Record Screen

If additional teachers are required, press tab to position the cursor on the ROOM column on the next line and repeat the process explained above.

```
                          FTE INFO = PF14    CHNGS = PF15    ADDS = PF16
   AS09-25-G6LH           C O U R S E    R E C O R D      04/22/10   09.15.29
   SCHL 5555 CYCLE 101  CRS SEQ A13   ST A SUB CDE 5010040F1
                                  GRD RESP C ABRV TITLE Lang Arts
   TITLE Language Arts
   FACILITY TYPE        COMPUTER LITERACY                LAST UPDT 04/22/10
         PER                        TEACHER                 SEATS UPD=PF13:
   SC  S ST   MIN  ROOM EMP-NO    NUM NAME              DAYS   MAX  ASSG  #I
   01  A 01   0150           111111    402 SAMPLE TEACHER     MTWRF  0000 0000
   02  A 01                                            MTWRF  0000 0000
   03  A 01   0150                                     MTWRF  0000 0000
   04  A 01   0150                                     MTWRF  0000 0000
   05  A 01   0150                                     MTWRF  0000 0000
   06  A 01   0150                                     MTWRF  0000 0000
   07  A 01   0150                                     MTWRF  0000 0000
   08  A 01   0150                                     MTWRF  0000 0000
   09  A 01   0150                                     MTWRF  0000 0000
   10  A 01   0150                                     MTWRF  0000 0000
```

When finished entering all the teachers for the course,

▼   **Press**   **Enter**

The message UPDATE COMPLETE will be displayed.

```
                          FTE INFO = PF14    CHNGS = PF15    ADDS = PF16
   AS09-25-G6LH           C O U R S E    R E C O R D      04/22/10   09.15.29
   SCHL 5555 CYCLE 101  CRS SEQ A13   ST A SUB CDE 5010040F1
                                  GRD RESP C ABRV TITLE Lang Arts
   TITLE Language Arts
   FACILITY TYPE        COMPUTER LITERACY                LAST UPDT 04/22/10
         PER                        TEACHER                 SEATS UPD=PF13:
   SC  S ST   MIN  ROOM EMP-NO    NUM NAME              DAYS   MAX  ASSG  #I
   01  A 01   0150 101A 111111    402 SAMPLE TEACHER    MTWRF  0000 0001
   02  A 01   0150 102C ZZZZZZ    401 SAMPLE TEACHER    MTWRF  0000 0000
   03  A 01   0150 103D JJJJJJ    403 SAMPLE TEACHER    MTWRF  0000 0000
   04  I 01                                            MTWRF  0000 0000
   05  I 01                                            MTWRF  0000 0000
   06  I 01                                            MTWRF  0000 0000
   07  I 01                                            MTWRF  0000 0000
   08  I 01                                            MTWRF  0000 0000
   09  I 01                                            MTWRF  0000 0000
   10  I 01                                            MTWRF  0000 0000
```

Inactivate sections not in use (without students) to prevent them from displaying on reports.

To inactivate a course sequence section,

▼   **Press**   **PF15** to release the cursor

▼   **Type**   I over the A on the S column (status column), to inactivate the desired section

▼   **Press**   **Enter**

> **NOTE:** When updating the COURSE RECORD (PF9) screen prior to Rollover, schools will need to sign on using the "Y" for Future School Activity on the main ISIS Menu screen. After the Rollover process is complete, the Future School Activity will no longer be available and schools will sign on as Current.

Updating the Course Record Screen

Co-Teaching

State Definition - A classroom in which two or more teachers share responsibility, for planning, delivering and evaluating instruction, for all students in a class. In order to be considered co-teaching, this delivery system is provided; whenever a class/subject is taught by two or more teachers and must continue for the entire class period.

Adding a Co-Teacher to the Course Record Screen

NOTE:	It is recommended that co-teacher teams are not entered until the school is absolutely sure of their placement. Once a co-teacher has been added to a section, it cannot be removed. Instead, a new section without the co-teacher information would need to be opened and the students would need to be moved to the new section.

If the co-teacher has been identified, the co-teacher information can be added after the section information is entered through the COURSE MULTIPLE TEACHER screen. Up to three (3) instructors can be assigned to the same section.

To add a co-teacher to a section, on the COURSE RECORD screen,

```
                          FTE INFO = PF14   CHNGS = PF15    ADDS = PF16
AS09-25-G6LH                C O U R S E    R E C O R D      04/22/10  09.15.29
SCHL 5555 CYCLE 101  CRS SEQ A13  ST A SUB CDE 5010040F1
                                 GRD RESP C ABRV TITLE Lang Arts
TITLE Language Arts
FACILITY TYPE      COMPUTER LITERACY                      LAST UPDT 4/22/10
       PER                        TEACHER                     SEATS UPD=PF13
SC  S ST   MIN  ROOM EMP-NO   NUM NAME                    DAYS  MAX  ASSG  #I
01  A 01   0150      111111   402 SAMPLE TEACHER          MTWRF 0000 0000
02  A 01   0150                                           MTWRF 0000 0000
03  A 01   0150                                           MTWRF 0000 0000
04  A 01   0150                                           MTWRF 0000 0000
05  A 01   0150                                           MTWRF 0000 0000
06  A 01   0150                                           MTWRF 0000 0000
07  A 01   0150                                           MTWRF 0000 0000
08  A 01   0150                                           MTWRF 0000 0000
09  A 01   0150                                           MTWRF 0000 0000
10  A 01   0150                                           MTWRF 0000 0000
```

▼   **Press   PF13**

The COURSE MULTIPLE TEACHER screen will be displayed.

Updating the Course Record Screen

The message PLEASE ENTER DATA IN SECTION NUMBER SEQUENCE will be displayed at the top of the screen.

▼ **Type** the section number (SECT NUM)
employee number (EMP NUM)
3-character teacher number (TCH NUM)
teacher name (TCH NAME)

▼ **Press** **Enter**

The message UPDATE COMPLETE will be displayed.

▼ **Press** **PF23** to go back to the COURSE RECORD screen.

On the COURSE RECORD screen, the co-teacher will be added to the section. The **#ɪ** column will be updated with the number 2 or 3 depending on the number of co-teachers entered.

The information on the section, period, minutes, room, days and seats for the co-teacher entered will be blank.

> **NOTE:** Only the Primary teacher will have access to the Electronic Gradebook class files. The Co-Teacher **WILL NOT** have access.

Updating the Course Record Screen

Adding a New Section that Requires a New Co-Teacher

If you need to add a new section to a course sequence that requires a co-teacher, the co-teacher information can be added at the time the new section information is entered.

```
                            FTE INFO _ PF14   CHNGS _ PF15   ADDS _ PF16
AS09-25-661H               C O U R S E   R E C O R D        /22/10   09.15.29
SCHL 5555 CYCLE 101 CRS SEQ C19  ST A SUB CDE 5010050F1
                                  GRD RESP C ABRV TITLE ReadgElem
TITLE Reading-Elementary
FACILITY TYPE        COMPUTER LITERACY                 LAST UPDT: 04/22/10
         PER                       TEACHER                  SEATS UPD=PF13:
SC  S ST    MIN  ROOM EMP NO   NUM NAME              DAYS    MAX  ASSG  #I
01  A 05    0150  100 111111   402 SAMPLE TEACHER 1  MTWRF   0000 0001
02  A 05    0150  101 222222   403 SAMPLE TEACHER 2  MTWRF   0000 0000
03  A 05    0150  102 333333   404 SAMPLE TEACHER 3  MTWRF   0000 0000
04  A 05    0150  103 444444   405 SAMPLE TEACHER 4  MTWRF   0000 0000
05  A 05    0150  104 555555   406 SAMPLE TEACHER 5  MTWRF   0000 0000
06  A 05    0150  105 666666   407 SAMPLE TEACHER 6  MTWRF   0000 0000
07  A 05    0150  106 777777   408 SAMPLE TEACHER 7  MTWRF   0000 0000
08  A 05    0150  107 888888   409 SAMPLE TEACHER 8  MTWRF   0000 0000
09  A 05    0150  109 999999   410 SAMPLE TEACHER 9  MTWRF   0000 0000
10  A 05    0150  110 000000   411 SAMPLE TEACHER 0  MTWRF   0000 0000
```

▼ **Press**   **PF16**

The screen will activate additional sections to enter information.

```
                            FTE INFO = PF14   CHNGS = PF15   ADDS = PF16
AS09-25-GGLH               C O U R S E   R E C O R D        04/22/10   09.25.29
SCHL 5555 CYCLE 101 CRS SEQ C19  ST A SUB CDE 5010050F1
                                  GRD RESP C ABRV TITLE ReadgElem
TITLE Reading-Elementary
FACILITY TYPE        COMPUTER LITERACY                 LAST UPDT: 04/22/10
         PER                       TEACHER                  SEATS UPD=PF13:
SC  S ST    MIN  ROOM EMP-NO   NUM NAME              DAYS    MAX  ASSG  #I
01  A 05    0150  100 111111   402 SAMPLE TEACHER 1  MTWRF   0000 0001
02  A 05    0150  101 222222   403 SAMPLE TEACHER 2  MTWRF   0000 0000
03  A 05    0150  102 333333   404 SAMPLE TEACHER 3  MTWRF   0000 0000
04  A 05    0150  103 444444   405 SAMPLE TEACHER 4  MTWRF   0000 0000
05  A 05    0150  104 555555   406 SAMPLE TEACHER 5  MTWRF   0000 0000
06  A 05    0150  105 666666   407 SAMPLE TEACHER 6  MTWRF   0000 0000
07  A 05    0150  106 777777   408 SAMPLE TEACHER 7  MTWRF   0000 0000
08  A 05    0150  107 888888   409 SAMPLE TEACHER 8  MTWRF   0000 0000
09  A 05    0150  109 999999   410 SAMPLE TEACHER 9  MTWRF   0000 0000
10  A 05    0150  110 000000   411 SAMPLE TEACHER 0  MTWRF   0000 0000
    A 05    0150  111 000001   412 SAMPLE TEACHER    MTWRF               ?
    A                                               MTWRF
    A                                               MTWRF
    A                                               MTWRF
    A                                               MTWRF
    A                                               MTWRF
```

▼ **Type**   period (PER ST)
            minutes (MIN)
            room number (ROOM)
            teacher's employee number (EMP–NO)
            3-character teacher number (TEACHER NUM)
            teacher's name (TEACHER NAME)

▼ **Tab**   to the **#I** column

▼ **Type**   **2** or **3** according to the number of co-teachers to be added

Updating the Course Record Screen

On the next line,

```
                          FTE INFO  PF14   CHNGS   PF15   ADDS   PF16
 AS09 25 66LH             C O U R S E   R E C O R D        04/22/10   09.25.79
 SCHL 5555 CYCLE 101  CRS SEQ C19   ST A SUB CDE 5010050F1
                                     GRD RESP C ABRV TITLE ReadgElem
 TITLE Reading-Elementary
 FACILITY TYPE      COMPUTER LITERACY                  LAST UPDT 04/22/10
      PER                         TEACHER                    SEATS UPD PF13
 SC  S ST    MIN  ROOM EMP NO   NUM NAME             DAYS   MAX  ASSG  #I
 01  A 05    0150  100 111111   402 SAMPLE TEACHER 1  MTWRF  0000 0001
 02  A 05    0150  101 222222   403 SAMPLE TEACHER 2  MTWRF  0000 0000
 03  A 05    0150  102 333333   404 SAMPLE TEACHER 3  MTWRF  0000 0000
 04  A 05    0150  103 444444   405 SAMPLE TEACHER 4  MTWRF  0000 0000
 05  A 05    0150  104 555555   406 SAMPLE TEACHER 5  MTWRF  0000 0000
 06  A 05    0150  105 666666   407 SAMPLE TEACHER 6  MTWRF  0000 0000
 07  A 05    0150  106 777777   408 SAMPLE TEACHER 7  MTWRF  0000 0000
 08  A 05    0150  107 888888   409 SAMPLE TEACHER 8  MTWRF  0000 0000
 09  A 05    0150  109 999999   410 SAMPLE TEACHER 9  MTWRF  0000 0000
 10  A 05    0150  110 000000   411 SAMPLE TEACHER 0  MTWRF  0000 0000
     A 05    0150  111 000001   412 SAMPLE TEACHER    MTWRF            2
     A                 000002   412 SAMPLE COTEACHER  MTWRF
     A                                                MTWRF
     A                                                MTWRF
     A                                                MTWRF
     A                                                MTWRF
```

▼ **Type**   co-teacher's employee number (EMP–NUM)
             3-character teacher number (TCH NUM)
             co-teacher's name (TCH NAME)

▼ **Press**   Enter

The message UPDATE COMPLETE will be displayed.

```
 A003-UPDATE COMPLETE      FTE INFO = PF14  CHNGS = PF15   ADDS = PF16
 AS09-25 66LH             C O U R S E   R E C O R D        04/10/09   09.15.29
 SCHL 5555 CYCLE 101 CRS SEQ C19   ST A SUB CDE 5010050F1
                                     GRD RESP C ABRV TITLE ReadgElem
 TITLE Reading-Elementary
 FACILITY TYPE      COMPUTER LITERACY                  LAST UPDT 04/22/10
      PER                         TEACHER                    SEATS UPD PF13
 SC  S ST    MIN  ROOM EMP-NO   NUM NAME             DAYS   MAX  ASSG  #I
 01  A 05    0150  100 111111   402 SAMPLE TEACHER 1  MTWRF  0000 0001
 02  A 05    0150  101 222222   403 SAMPLE TEACHER 2  MTWRF  0000 0000
 03  A 05    0150  102 333333   404 SAMPLE TEACHER 3  MTWRF  0000 0000
 04  A 05    0150  103 444444   405 SAMPLE TEACHER 4  MTWRF  0000 0000
 05  A 05    0150  104 555555   406 SAMPLE TEACHER 5  MTWRF  0000 0000
 06  A 05    0150  105 666666   407 SAMPLE TEACHER 6  MTWRF  0000 0000
 07  A 05    0150  106 777777   408 SAMPLE TEACHER 7  MTWRF  0000 0000
 08  A 05    0150  107 888888   409 SAMPLE TEACHER 8  MTWRF  0000 0000
 09  A 05    0150  109 999999   410 SAMPLE TEACHER 9  MTWRF  0000 0000
 10  A 05    0150  110 000000   411 SAMPLE TEACHER 0  MTWRF  0000 0000
 11  A 05    0150  111 000001   412 SAMPLE TEACHER    MTWRF  0000 0000  2
                      000002   412 SAMPLE COTEACHER
```

The information on the section, period, minutes, room, days and seats for the co-teacher entered will be blank.

NOTE: Only the **Primary teacher** will have access to the **Electronic Gradebook class files**. The Co-Teacher will not have access.

Updating the Course Record Screen

Departmentalization

Many schools are now using departmentalization where teachers are sharing responsibility for teaching and grading students from multiple classes. Example: Teacher A teaches Language Arts to all fourth grade classes and Teacher B teaches Math to all fourth grade classes.

The Elementary Academic Program Assignment process uses the 3-character homeroom section on the Student Information screen and the 3-character teacher number on the Course Record (PF9) screen to schedule the students. When the program finds the corresponding 3-character identifiers, the appropriate courses are placed on the students' schedules.

Departmentalization Data Entry

The teacher information for departmentalization can be set up when initially entering the teacher information on the COURSE RECORD (PF9) screen or the information can be changed after the academic program assignment has been completed.

```
AS09 25 G6LH          C O U R S E   R E C O R D      04/22/10   09.15.29
SCHL 5555 CYCLE 101 CRS SEQ C19  ST A SUB CDE 5010050E1
                                GRD RESP C ABRV TITLE ReadgElem
TITLE Reading-Elementary
FACILITY TYPE      COMPUTER LITERACY                 LAST UPDT 04/22/10
        PER                     TEACHER                 SEATS UPD=PF13
SC  S ST    MIN  ROOM EMP-NO   NUM NAME            DAYS   MAX  ASSG  #I
01  A 11   0150  100  111111   402 SAMPLE TEACHER 1  MTWRF 0000 0001
02  A 11   0150  200  111111   403 SAMPLE TEACHER 1  MTWRF 0000 0000
03  A 11   0150  300  111111   404 SAMPLE TEACHER 1  MTWRF 0000 0000
```

Teacher Num must be homeroom section.

```
AS09-25-G6LH          C O U R S E   R E C O R D      04/22/10   09.15.29
SCHL 5555 CYCLE 101 CRS SEQ F14  ST A SUB CDE 5021000E1
                                GRD RESP C ABRV TITLE Soc Study
TITLE Social Studies
FACILITY TYPE      COMPUTER LITERACY                 LAST UPDT 04/22/10
        PER                     TEACHER                 SEATS UPD-PF13
SC  S ST    MIN  ROOM EMP-NO   NUM NAME            DAYS   MAX  ASSG  #I
01  A 14   0150  100  222222   402 SAMPLE TEACHER 2  MTWRF 0000 0001
02  A 14   0150  200  222222   403 SAMPLE TEACHER 2  MTWRF 0000 0000
03  A 14   0150  300  222222   404 SAMPLE TEACHER 2  MTWRF 0000 0000
```

▼ **Type**   the room number where the instruction is taking place

▼ **Type**   the teacher's employee number providing instruction

▼ **Type**   **the 3-character identifier of the <u>Homeroom Teacher/Student identifier</u>**

▼ **Type**   the name of the teacher providing instruction or you may press enter to allow the system to programmatically enter the teacher's name

> **NOTE: If the 3-character identifiers are not the same, then the assignment of courses using an academic program number will not work and the students' schedules would need to be added by entering the sequence/section for each course on the STUDENT/RECORDS screen (PF1).**

Updating the Course Record Screen

Setting Up Periods for Departmentalized Courses

When the Master Schedule is created, the periods are programmatically assigned based on the subject. The charts below reflect the periods created for pre-kindergarten and kindergarten through fifth grade.

Pre-Kindergarten Periods

Subject	Period
District Title I Pre-K	01
Pre-K Other Non-Funded Half Day	02
Pre-K Other Non-Funded	03
Pre-K Other Funded	04
VPK- School Year Program	05
Pre-K Disabilities 3-5 Half Day	06
Pre-K Disabilities 3-5	07
Pre-K Homeroom	HR

Kindergarten through Fifth Grade Periods

Subject	Period	KG	1st	2nd	3rd	4th	5th
Language Arts	01	✓	✓	✓	✓	✓	✓
ESOL	02	✓	✓	✓	✓	✓	✓
Reading	03	✓	✓	✓	✓	✓	✓
Math	04	✓	✓	✓	✓	✓	✓
Science	05	✓	✓	✓	✓	✓	✓
Social Studies	06	✓	✓	✓	✓	✓	✓
Art	07	✓	✓	✓	✓	✓	✓
Music	08	✓	✓	✓	✓	✓	✓
PE	09	✓	✓	✓	✓	✓	✓
Foreign LA	10	✓	✓	✓	✓	✓	✓
KG Conduct	11	✓					
Functional BS	12	✓	✓	✓	✓	✓	✓
Study Hall Grades (4 & 5 only)	13					✓	✓
Homeroom	HR	✓	✓	✓	✓	✓	✓

✓ = Course valid for grade level

When a school is departmentalized, the periods will need to be adjusted to ensure that each class is being taught in a separate period and room.

The core subjects (LA, Reading, Math, Science and Social Studies) are the courses where departmentalization typically occurs. Once the teachers are teamed and the subjects each one will instruct have been identified, the periods will need to be adjusted. This is necessary to ensure that a teacher is not represented as providing instruction to multiple classes in the same period. The procedure for departmentalization has been modified to simplify the process.

Updating the Course Record Screen

Setting Up Periods for Departmentalized Courses

The period designations in elementary schools are used to describe a time period when a group of students is being instructed in a course by a teacher in a specified room. The period is not tied to a specific time of day and only denotes that the students and teacher are together for a block of time in the day. Each course section will need to have a unique period.

Identifying Student Groups for Departmentalization

To identify each group of students, each homeroom involved in the departmentalized instruction will be assigned a group number. The group number will be used when assigning periods. *[See Example 1.]*

Homeroom	Teacher	Group
401	Ms. Green	Group 1
402	Ms. Brown	Group 2
403	Mr. Blue	Group 3

Situation:
Ms. Green (HR 401) and Ms. Brown (HR 402) will be teamed to cross-teach their two groups of students. Ms. Green will teach Language Arts and Reading. Ms. Brown will teach Math, Science, and Social Studies. The periods must be modified to show the teachers with the different class/group of students in a period/room at one time.

Solution:
Each homeroom (401, 402) of students will be assigned a group number. Each group of students will be assigned a unique group of periods for each subject. Because the periods for each group of students are unique, a duplicate period/room is eliminated and will assist with Class Size compliance. *[See Example 1.]*

Example 1

Subject	Teacher	Room	HR 401 Group 1 Periods	HR 402 Group 2 Periods
Language Arts	Green	4001	01	21
Reading	Green	4001	03	23
Math	Brown	4002	04	24
Science	Brown	4002	05	25
Social Studies	Brown	4002	06	26

Updating the Course Record Screen

The grouping and assignment of periods can be used for all variations of departmentalization. It is important to remember that each homeroom section is assigned a group number. In the example below there are three teachers (Green, Brown, and Blue) in a team. Ms. Green will teach Language Arts and Reading, Ms. Brown will teach Math and Science and Mr. Blue will teach Social Studies. *[See Example 2.]*

Example 2

Subject	Teacher	Room	HR 401 Group 1 Periods	HR 402 Group 2 Periods	HR 403 Group 3 Periods
Language Arts	Green	4001	01	21	31
Reading	Green	4001	03	23	33
Math	Brown	4002	04	24	34
Science	Brown	4002	05	25	35
Social Studies	Blue	4003	06	26	36

Foreign Language and ESOL Period Assignment with Departmentalization

When assigning periods to the Foreign Language and ESOL courses, you must be sure not to assign a period that is already used for another course. Example: You would not be able to assign homeroom 402 to Spanish SL class in period 21, 22, 23, 24, 25, or 26 as this would cause a duplicate period situation. In the example below, homeroom 402 has been assigned to Spanish SL in period 40. As period 40 is being used for homeroom 402, it cannot be used for another class taught by Spanish teacher Ms. González.
[See Example 3.]

Example 3

Subject	Teacher	Room	HR 401 Group 1 Periods	HR 402 Group 2 Periods
Language Arts	Green	4001	01	21
Reading	Green	4001	03	23
Math	Brown	4002	04	24
Science	Brown	4002	05	25
Social Studies	Brown	4002	06	26
Spanish SL	González	1234	10	40

NOTE: Periods cannot go higher than period 80.

NOTE: Please see page 23 for additional information for modifying class periods.

Updating the Course Record Screen

ESE and LEP Course Information Update

The CURRENT ESE COURSES (PF4) and the LIMITED ENGLISH PROFICIENCY COURSES (J) screens will be updated weekly when ITS runs a process (Crossover) that will copy the ESE course information from the STUDENTS RECORD / SUBJECTS screen (PF1) to the PF4 or J screens. This process will update the School, Course #, Employee Number and Hours. It is critical that students are scheduled into the appropriate courses for the information to be correct.

Sample CURRENT ESE COURSES (PF4) screen

Sample LIMITED ENGLISH PROFICIENCY COURSES (J) screen

Updating the Course Record Screen

Entering ESE Pull-out Courses for KG - 08

Because therapy courses such as Speech, Occupational Therapy and Physical Therapy are not included in the Elementary Academic Programs, they must be entered into the school's course offering. The subject code numbers are located in the Curriculum Bulletin I – Authorized Courses for Elementary and Secondary Schools. To complete this process, the following steps will need to be taken.

Note: Schools may use any sequence except **O, U**, and **V** that has not already been created on the Master Schedule. You must create a unique sequence for each new subject to be added.

To create a course, from the COURSE INFO / MASTER SCHEDULE APPLICATIONS MENU,

```
AS01-11-G6LH                                        04/22/10   11.02.09
               C O U R S E   I N F O  /  M A S T E R   S C H E D U L E
                         A P P L I C A T I O N S   M E N U

                           SCHOOL NUMBER 5555
                           SAMPLE ELEMENTARY


          1.   CATEGORICAL UPDATE OF COURSE SEQUENCE
          2.   COURSE RECORD AND CLASS MASTER SCHEDULE
          3.   CURRICULUM BULLETIN INQUIRY
          4.   INPUT FOR CAMERA READY SCHOOL CURRICULUM BULLETIN
          5.   ELEMENTARY SCHOOLS ACADEMIC PROGRAMS
          6.   TEACHER SCHEDULE
          7.   ELEMENTARY ART, MUSIC, P.E. TEACHER INFORMATION



     ENTER SELECTION .. 1
```

▼ **Type**   **1** for CATEGORICAL UPDATE OF COURSE SEQUENCE

▼ **Press**   **Enter**

The CATEGORICAL UPDATE OF COURSE SEQUENCE screen will be displayed.

Updating the Course Record Screen

```
AS02-12-G6LH                                    04/22/10  10.43.50

   C A T E G O R I C A L   U P D A T E   O F   C O U R S E   S E Q U E N C E

                        SCHOOL NUMBER 5555
                        SAMPLE ELEMENTARY


                        COURSE OFFERING

              A1.  SHORT OR NO TITLE
              A2.  LONG TITLE
              A3.  20 CHARACTER TITLE




      ENTER SELECTION .. A1
      TO SET CONSTANTS FOR SELECTION A1 TYPE Y..  Y
```

▼   **Type**   **A1**

▼   **Type**   **Y** to set constants (optional)

▼   **Press**   **Enter**

The SET CONSTANT INFORMATION screen will be displayed.

```
AS03-22-G6LH                                    04/22/10   15.05.09
   C A T E G O R I C A L   U P D A T E   O F   C O U R S E   S E Q U E N C E

              TO SET CONSTANT INFORMATION FOR COURSE UPDATES


         REPORTING CYCLE 101              ACTION A


              ACTION:  A=ADD, I=INACTIVATE, R=REACTIVATE
  *   *   *   *   *   *   *   *   *   *   *   *   *   *   *   *   *   *   *

         DO YOU WANT TO ENTER THE COURSE TITLE ABBREVIATION?

                  TYPE  Y = YES   OR  N = NO    Y
```

▼   **Type**   the reporting cycle

▼   **Type**   **A** to add the course

▼   **Type**   **Y** or **N** for title abbreviation

▼   **Press**   **Enter**

The CATEGORICAL UPDATE OF COURSE SEQUENCE screen will be displayed.

Updating the Course Record Screen

On the CATEGORICAL UPDATE OF COURSE SEQUENCE screen,

```
AS03-21-66LH                                04/22/10   15.00.25
  C A T E G O R I C A L   U P D A T E   O F   C O U R S E   S E Q U E N C E

REPT      CRSE    COURSE                  FAC
CYCL ACT  SEQ      CODE     COURSE-TITLE   TYP
 101   A  S01  776303001   SPEECH THRP_
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A
 101   A

DUPLICATE CHARACTER _ '
```

- ▼ **Type**   the course sequence (ex: S01, T02, etc.)

- ▼ **Type**   the course code number

- ▼ **Press**   **Enter**

The message UPDATE COMPLETE will be displayed.

To go to the COURSE RECORD screen,

- ▼ **Press**   **PF9**

Once the course has been created and the teacher section information has been added to the Course Record screen (PF9), then the course(s) needs to be entered on the student's schedule. *[See Updating the Course Record Screen, starting on page 6 and Scheduling Students, starting on page 29.]*

Course Record Screen (PF9)

- The sections will need to be added on the COURSE RECORD screen (PF9).
- The Period will be the same as the course that the student is being pulled out of to receive the therapy.
- The teacher information must be added to sections.
- Because these pullout courses do not always meet five days a week, minutes per week must be entered and the days of the week may need to be modified for the sections. Ex: Speech meets for 30 minutes on Monday and Wednesday. It will be necessary to enter **0060** for the minutes and space out **Tuesday, Thursday and Friday**.

Updating the Course Record Screen

Course FTE Information Screen (PF14)

The **Start Time** and **End Time** for each section must be entered on the COURSE FTE INFORMATION screen (**PF14 from the PF9**) screen.

Example: A student receives 60 minutes of Speech per week. The service is provided in two 30-minute sessions that are held on Monday and Wednesday during the Language Arts class, which is held from 9:00 to 10:00 a.m. during Period 01.

```
                               FTE INFO = PF14   CHNGS = PF15    ADDS = PF16
AS09-25-G6LH              C O U R S E    R E C O R D           04/22/10   15.43.19
SCHL 5555 CYCLE 101 CRS SEQ S01   ST A SUB CDE 776303001    TRM 1NU A
                                  GRD RESP C ABRV TITLE Spch Thrp
TITLE Speech Therapy: Pk-5
FACILITY TYPE 00    COMPUTER LITERACY                     LAST UPDT 04/22/10
         PER                     TEACHER                      SEATS UPD=PF13:
SC  S ST    MIN  ROOM EMP-NO   NUM NAME                    DAYS   MAX  ASSG   #I
01  A 01   0060 4018 111111    1MM SAMPLE TEACHER          M W    0000 0000
```

▼   On the PF9 screen, the section for that Speech Course class will be scheduled to meet during Period 01 and the days will be modified to meet only on Monday and Wednesday.

```
                               CHNGS = PF15   COURSE RECORD = PF23
AS29-63-G6LH              C O U R S E    F T E    I N F O        04/22/10   15.43.48
SCHL 5555 CYCLE 101 CRS SEQ S01   ST A SUB CDE 776303001    TRM 1NU A
                                  GRD RESP C ABRV TITLE Spch Thrp
TITLE Speech Therapy: Pk-5
               COMPUTER LITERACY                          LAST UPDT 04/22/10
         PER    TIME    F.T.E.  TEACHER                       SEATS      I #
SC  S ST   ST  END  LINE MIN NUM NAME                     DAYS   MAX  ASSG  M I
01  A 01  0900 0930 200 0060 1MM SAMPLE TEACHER           M W    0000 0000
```

▼   On the COURSE FTE INFO screen (PF14) the Start time might be 09:00 and the End Time 09:30. The time will be multiplied by the number of days on the PF9 screen, which will equal the 60 minutes of Speech. *[Start and End time must be in Military time.]*

These courses will be crossed over to the ESE Courses screen (PF4) each weekend.

> **NOTE: The Start and End time must be entered in Military Time. Ex. 1:00 p.m. would be entered as 13:00.**

> **NOTE: If students in the same class are pulled out of the same period for the same service but the service minutes per week is different, then an additional section with the appropriate Days and Time of services will need to be created and the students scheduled appropriately.**

Updating the Course Record Screen

Updating the Students' Limited English Proficiency (LEP) Courses

The students must be scheduled into the appropriate LEP courses on the PF1 screen. These courses will have pre-defined number of minutes and will crossover to the J screen.

Changing Course Minutes on the Course Record Screen (PF9)

The minutes per week spent in each class is pre-defined in the Curriculum Bulletin. Some course minutes are restricted by the State or the District requirements and cannot be changed. For Course minutes that can be changed, the minutes must be changed on the COURSE RECORD screen (PF9). *[See list of courses that cannot be changed.]*

To change the minutes for a course,

```
                          FTE INFO = PF14   CHNGS = PF15    ADDS = PF16
AS09-25-G6LH             C O U R S E    R E C O R D         04/22/10  10.34.34
SCHL 5555 CYCLE 101 CRS SEQ B02  ST A SUB CDE 5010010C1    M IND A
                                    GRD RESP C ABRV TITLE ESOL
TITLE English for Speakers of Other      Languages
FACILITY TYPE 00   COMPUTER LITERACY                 LAST UPDT: 04/22/10
      PER                     TEACHER                  SEATS UPD=PF13:
SC  S ST   MIN  ROOM EMP-NO  NUM NAME              DAYS   MAX  ASSG  #I
01  A 05   0300 1001 111111  1EW SAMPLE TEACHER    MTWRF  0000 0000
```

▼ **Press**   **PF15** for changes

▼ **Tab**   to the **MIN** (Minutes) column

▼ **Type**   the appropriate number of minutes

▼ **Press**   **Enter**

The message UPDATE COMPLETE will be displayed.

School must ensure that the minutes per week meets District requirement for all courses.

Updating the Course Record Screen

Modifying Class Periods

There are situations where a classroom will appear to be occupied by more students than is actually in that room during a specified period. This will occur with Foreign Language (Spanish S, Spanish SL, Haitian Creole, etc.), ESE and ESOL Courses. These situations will have a negative impact on the Class Size being represented and will need to be corrected by modifying the period designation on the Course Record screen (PF9).

Once the students have been assigned to an academic program, schools should order a set of Class Lists, which will provide a list of the students in each Course Sequence / Section. The Class Lists should be given to the Special Area Teachers. The teachers should use the Class Lists to identify groups of students that are instructed in the same room, during the same period, and then return the grouped Class Lists to the office. This is especially important for the Foreign Language, ESOL and ESE students. Once the grouped Class Lists have been returned to the office each group should be given a unique period. *[See example below.]*

▼   **Situation**

Mrs. González provides Spanish S instruction to all students in the 2nd, 3rd, and 4th grades. Because all the Spanish S classes were created in the same period, it appears that Mrs. González is teaching over 100 students in the same room/period.

▼   **Solution**

Using the Class List for Spanish S, the teacher should indicate each group of students that are seen in the same room, during the same time, and return the Class List to the registrar. The registrar must assign each student group a unique period. This is important when students from different homerooms are seen together. **Because Foreign Language courses are used in the Class Size calculation, the student class population must not exceed the Class Size limits (PK-3 = 18, 4-8 = 22)**. See example below:

HR	Seq/Sec	Room	Students	Subject	Teacher	Period
201	S02-01	4001	7	Spanish S	Mrs. González	Period 14
202	S02-02	4001	8	Spanish S	Mrs. González	Period 14

Total Students for period 14 = 15

HR	Seq/Sec	Room	Students	Subject	Teacher	Period
203	S02-03	4001	18	Spanish S	Mrs. González	Period 15

Total Students for Period 15 = 18

HR	Seq/Sec	Room	Students	Subject	Teacher	Period
301	S03-01	4001	5	Spanish S	Mrs. González	Period 16
302	S03-02	4001	6	Spanish S	Mrs. González	Period 16
303	S03-04	4001	7	Spanish S	Mrs. González	Period 16

Total Students for Period 16 = 18

Updating the Course Record Screen

401	S04-01	4001	16	Spanish S	Mrs. González	Period 17
402	S04-02	4001	20	Spanish S	Mrs. González	Period 18
403	S04-03	4001	19	Spanish S	Mrs. González	Period 19

Due to the number of students being serviced, each class was given a unique period

- o **Total students for Period 17 = 16**
- o **Total Students for Period 18 = 20**
- o **Total students for Period 19 = 19**

Tools for Verifying Class Size by Teacher/Room/Period

After completing the entry of the sections on the Course Record Screen (PF9), schools may use the following tools to verify that the Class Size for each room/period is in compliance or to make period adjustments where needed.

Class Master Seat Inventory (Ordered in Period /Room sequence)

The Class Master Seat Inventory requested in Period/Room sequence will allow you to identify all of the classes and number of students that are residing in a classroom during a specific period. To determine how many students are in a period, add the Seats Assigned column for each period within the room.

Class Size Portal

The Class Size Portal is an excellent tool for identifying class size problems. The Portal allows schools to identify rooms that are not in compliance. By viewing the room, you will be able to identify the teacher(s), courses, course sequences, and the students in the room for a specific period.

> **NOTE:** The period assigned to a group of students must be different from the periods of the period assigned to the courses on the students' schedules.

> **NOTE: Periods cannot go higher than period 80.**

Updating the Course Record Screen

Tools for Assigning Periods to Special Area Teachers

Viewing the Teacher Schedule

To assist with assigning periods to the special area teachers, schools should use the Teacher Schedule screen in ISIS. The following information should be used when determining period assignment.

- Room
- Period From and To
- Seats Assigned
- Course Sequence/Section

In the example below, there are two sequence sections in room 0070 during period 11 with a total of 19 students. Both courses are for second grade and total 19 students. This course is over Class Size compliance as there should be no more than 18 students in second grade.

```
PRESS ENTER FOR MORE COURSES                PRESS PF17 TO VIEW SUPPLEMENTAL INFO
 AS15-26-X2OJ              T E A C H E R   S C H E D U L E     02/11/10  07.19.08

  ENTER TEACHER'S EMPLOYEE NUMBER... 000000        NAME... SAMPLE TEACHER
                                            TEACHER NUM... BOW

  ENTER CYCLE... 101    TERM... 2                                 PAGE  01

  SUBJECT           SUBJECT        NUM   START END    PER    DAYS   SEATS  COURSE
   CODE      TRM    ABBREV    ROOM TCH   TIME  TIME   FR TO   MET   ASSGN  SEQ-SECT  SCHL

  5007020D2   A   Span-SL    0070       0000  0000   10      MTWRF  0023   J02-01   0001
  5007020D2   A   Span-SL    0070       0000  0000   11      MTWRF  0018   J02-02   0001
  5007030D1   A   SpanSpeak  0070       0000  0000   11      MTWRF  0001   N06-02   0001
  5007020D2   A   Span-SL    0070       0000  0000   12      MTWRF  0024   J02-03   0001
  5007020E2   A   Span-SL    0070       0000  0000   13      MTWRF  0021   J03-01   0001
  5007020E2   A   Span-SL    0070       0000  0000   14      MTWRF  0018   J03-02   0001
  5007020E2   A   Span-SL    0070       0000  0000   15      MTWRF  0018   J03-03   0001
  5007020F2   A   Span-SL    0070       0000  0000   16      MTWRF  0019   J04-01   0001
  5007020F2   A   Span-SL    0070       0000  0000   17      MTWRF  0025   J04-02   0001
  5007020F2   A   Span-SL    0070       0000  0000   18      MTWRF  0021   J04-03   0001
  5007020G2   A   Span-SL    0070       0000  0000   19      MTWRF  0023   J05-01   0001
  5007020G2   A   Span-SL    0070       0000  0000   20      MTWRF  0020   J05-02   0001
  5007020G2   A   Span-SL    0070       0000  0000   21      MTWRF  0019   J05-03   0001
```

Student Academic Program Assignment

Prior to assigning students to their academic program, the following steps must be completed:

Students
- Students must be assigned to a homeroom section

Course Information
- The COURSE RECORD screen must be updated with:
    - Period
    - Minutes
    - Room Number
    - Teacher Employee Number
    - Teacher Number (same as the homeroom section identifier)
    - Teacher Name

Once the updating of the information above is complete, then schools should proceed by entering the students into academic programs. There are two methods to enter a student academic program.

1. **Mass Elementary Programs screen** – Using the Mass Elementary Programs screen allows the entry of academic programs to multiple students at one time.

2. **Student Record/Subjects screen** – This method allows the entry of an academic program to a single student.

Both of these methods are discussed on the following pages.

> **NOTE:** **When entering Student Academic Programs prior to Rollover, schools will sign on using the "Y" for Future School Activity on the main ISIS Menu screen. After the Rollover process is complete, the Future School Activity will no longer be available and schools will sign on as Current.**

Student Scheduling

Academic Program Viewing

Specific courses within each program may be viewed through the ELEMENTARY SCHOOLS ACADEMIC PROGRAM application. On the ISIS main menu screen,

```
ISIS-11-66LH                                          04/22/10  11.00.20
              M I A M I   D A D E   C O U N T Y   P U B L I C   S C H O O L S
        I N T E G R A T E D   S T U D E N T   I N F O R M A T I O N   S Y S T E M
                  SCHOOL NUMBER .. 5555

          THE FOLLOWING FUNCTIONS ARE AVAILABLE -

                1.  STUDENT DATA BASE SYSTEM
                2.  DAILY ATTENDANCE
                3.  SCHOOL INFORMATION
                4.  COURSE INFO / MASTER SCHEDULE
                5.  ONLINE REPORT REQUEST SYSTEM
                6.  DECU - D.D.E. CORRECTION SYSTEM



          ENTER SELECTION NUMBER ..        OPERATOR INITIALS .. MIS

            SHARED SCHOOL ACTIVITY, KEY 'Y' ..  _
            SUMMER SCHOOL ACTIVITY, KEY 'Y' ..
            FUTURE SCHOOL ACTIVITY, KEY 'Y' ..  Y    ***  FUTURE SCHOOL  ***
            SECOND SHIFT  ACTIVITY, KEY 'Y' ..
      HELP WITH CODES = PA2 KEY
```

▼   **Type**   **4** to select COURSE INFO / MASTER SCHEDULE

▼   **Type**   **Y** on the FUTURE SCHOOL ACTIVITY

▼   **Press**   Enter

On the COURSE INFO/MASTER SCHEDULE APPLICATIONS MENU screen,

```
AS01-11-66LH                                          04/22/10  11.02.09
              C O U R S E   I N F O  /  M A S T E R   S C H E D U L E
                    A P P L I C A T I O N S   M E N U

                            SCHOOL NUMBER 5555
                            SAMPLE ELEMENTARY


          1.  CATEGORICAL UPDATE OF COURSE SEQUENCE
          2.  COURSE RECORD AND CLASS MASTER SCHEDULE
          3.  CURRICULUM BULLETIN INQUIRY
          4.  INPUT FOR CAMERA READY SCHOOL CURRICULUM BULLETIN
          5.  ELEMENTARY SCHOOLS ACADEMIC PROGRAMS
          6.  TEACHER SCHEDULE
          7.  ELEMENTARY ART, MUSIC, P.E. TEACHER INFORMATION



      ENTER SELECTION .. 5
```

▼   **Type**   **5**

▼   **Press**   Enter

The ELEMENTARY SCHOOL ACADEMIC PROGRAM screen will be displayed

Student Scheduling

On the ELEMENTARY SCHOOL ACADEMIC PROGRAM screen,

- ▼ **Type**   the grade level
- ▼ **Type**   the program number
- ▼ **Press**   **Enter**

The subjects for the grade level and program entered will be displayed.

Each subject area has been assigned a specified number of minutes per week in which the subject is to be taught. In some cases, schools may follow a different time frame and the minutes per week may need to be altered. The altering of minutes per course must be done on the COURSE RECORD screen (PF9) using the process described earlier. *[See page for instructions on how to alter the minutes per course.]*

Scheduling Students

All students must be given a schedule in ISIS. The student schedule may be entered on the STUDENT RECORD/SUBJECTS (PF1) screen or on the MASS ELEMENTARY PROGRAMS screen.

Mass Updating

To access the MASS ELEMENTARY PROGRAMS screen, on the ISIS main menu screen,

```
ISIS-11-66LH                                          04/22/10  11.00.20
        M I A M I - D A D E   C O U N T Y   P U B L I C   S C H O O L S
     I N T E G R A T E D   S T U D E N T   I N F O R M A T I O N   S Y S T E M
                    SCHOOL NUMBER .. 5555

      THE FOLLOWING FUNCTIONS ARE AVAILABLE -

              1.  STUDENT DATA BASE SYSTEM
              2.  DAILY ATTENDANCE
              3.  SCHOOL INFORMATION
              4.  COURSE INFO / MASTER SCHEDULE
              5.  ONLINE REPORT REQUEST SYSTEM
              6.  DECO - D.O.E. CORRECTION SYSTEM



      ENTER SELECTION NUMBER .. _   OPERATOR INITIALS .. MIS

          SHARED SCHOOL ACTIVITY, KEY 'Y' .. _
          SUMMER SCHOOL ACTIVITY, KEY 'Y' .. _
          FUTURE SCHOOL ACTIVITY, KEY 'Y' .. Y  ***   FUTURE SCHOOL   ***
          SECOND SHIFT  ACTIVITY, KEY 'Y' .. _
  HELP WITH CODES - PA2 KEY
```

▼   **Type**   **Y** on the FUTURE SCHOOL ACTIVITY

▼   **Press**   **PF1**

The STUDENT RECORD/SUBJECTS screen will be displayed.

▼   **Press**   **Clear**

The ACADEMIC INFORMATION MENU will be displayed.

Student Scheduling

On the ACADEMIC INFORMATION MENU screen,

```
AS19-13-GGLH          FUTURE SCHOOL INFORMATION        04/22/10  11.40.19
              S T U D E N T   D A T A   B A S E   S Y S T E M
              A C A D E M I C   I N F O R M A T I O N   M E N U

                          SCHOOL NUMBER 5555
                          SAMPLE ELEMENTARY

1.  ACADEMIC GRADE ADJUSTMENTS        A.  DISPLAY/UPDATE STUDENT SUBJECTS
2.  MASS STUDENT SCHEDULING           B.  PRINT STUDENT SUBJECTS
3.  CLASS CHANGES                     C.  PRINT STUDENT GRADE REPORTS
4.  CLASS ADDS                        D.  FORGIVENESS PROGRAM UPDATE
5.  GRADE PROMOTION STATUS            E.  FORGIVENESS PROGRAM AUDIT
6.  MASS CLASS ADDS FOR SUMMER        F.  MISCELLANEOUS ACADEMIC INFO
7.  TRANSITIONAL STUDENT              G.  ISIS/TRACE/VACS STUDENT RECORD/SUBJ
8.  MASS ELEMENTARY PROGRAMS

                                      J.  VACS CREDITS TRANSFERRED
                                      K.  SCHOOL-TO-CAREER INITIATIVES


                       ENTER SELECTION NUMBER  8
```

▼ **Type**   **8** for MASS ELEMENTARY PROGRAMS

▼ **Press**   **Enter**

The MASS ELEMENTARY PROGRAMS screen will be displayed.

```
AS22-38-G6LH                                          04/22/10  13.35.25
                        MASS ELEMENTARY PROGRAMS

              CYCLE  ___       PROGRAM NUMBER  __
              ENTER PROGRAM NUMBER TO SET CONSTANT
        IF NO CONSTANTS ARE NEEDED SIMPLY PRESS ENTER


                 STUDENT              PROGRAM
                   ID                 NUMBER
```

On the MASS ELEMENTARY PROGRAMS screen, two options are available:

1. Entering ALL of the students into the SAME program number.
2. Assigning EACH student a DIFFERENT program number.

Student Scheduling

To enter <u>ALL</u> of the students into the <u>SAME</u> program,

Using the completed Student Academic Program Assignment Worksheets,

▼ **Type**   the cycle

▼ **Type**   the program number

▼ **Press**   **Enter**

The PROGRAM NUMBER column will be filled with the program number entered. The cursor will be positioned in the STUDENT ID column.

▼ **Type**   the students' ID numbers

When finished,

▼ **Press**   **Enter**

The message UPDATE COMPLETE will be displayed.

Student Scheduling

To assign <u>EACH</u> student a <u>DIFFERENT</u> program number, from the MASS ELEMENTARY PROGRAMS screen,

```
AS22-38-66LH                                              04/22/10  13.35.25
                       MASS ELEMENTARY PROGRAMS                    Leave
                                                                   Blank
                   CYCLE 101      PROGRAM NUMBER __
                 ENTER PROGRAM NUMBER TO SET CONSTANT
             IF NO CONSTANTS ARE NEEDED SIMPLY PRESS ENTER


                  STUDENT               PROGRAM
                    ID                   NUMBER
```
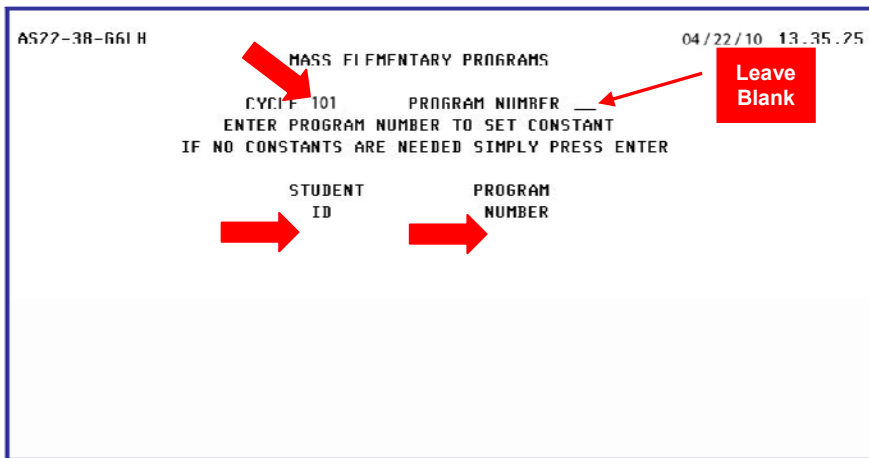
▼   **Type**   the cycle

Leave the PROGRAM NUMBER field blank.

▼   **Press**   Enter

The cursor will move to the STUDENT ID column.

▼   **Type**   the student ID number

The cursor will move to the PROGRAM NUMBER column.

Using the completed Student Academic Program Assignment Worksheet,

▼   **Type**   the appropriate program number for the student

Continue entering the student ID's and program numbers.

When finished,

▼   **Press**   Enter

The message UPDATE COMPLETE will be displayed.

Student Scheduling

Individual Student Updating

This method allows the entry of an academic program to a single student. You must access the STUDENT RECORD/SUBJECTS screen in ISIS.

To access the STUDENT RECORD/SUBJECTS screen in ISIS, on the ISIS main menu,

- ▼ **Type**   **Y** for FUTURE SCHOOL ACTIVITY

- ▼ **Press**   **PF1**

The STUDENT RECORD/SUBJECTS screen will be displayed.

- ▼ **Type**   the student ID number

- ▼ **Press**   **Enter**

The message PRESS PF16 TO SCHEDULE ELEMENTARY PROGRAM will be displayed.

- ▼ **Press**   **PF16**

The SCHEDULE ELEMENTARY PROGRAM screen will be displayed.

Student Scheduling

Using the completed **Student Academic Program Assignment Worksheet**,

```
AS21-33-66LH            SCHEDULE ELEMENTARY PROGRAM           04/22/10 .5.23.04




                 ENTER ELEMENTARY PROGRAM NUMBER 02  ⬅
                 AND PRESS ENTER KEY
```

▼   **Type**   the appropriate program number for the student

▼   **Press**   **Enter**

The STUDENT RECORD / SUBJECTS screen will be displayed and updated with the courses for the program number entered.

Repeat the process for all the students being individually updated.

> **NOTE:**   **Prior to grading Period 1, a student schedule can be deleted by pressing PF18. You will then be able to use the screen above to enter a new program number.**

Schools should order the following reports through the ONLINE REPORT REQUEST SYSTEM to verify information entered:

- **Student List** – alpha/homeroom/grade. Verify that all students in your school have an academic program.

- **Student Locator** – alpha/homeroom/grade. Verify that the student's classes are correct and the correct teacher's name appears.

- **Class Master List/Seat Inventory** – period/teacher. Verify that the teacher's names are correct, and that no invalid or missing employee numbers appear at the end of the report.

Confirmation of Elementary/Secondary Report Card Processing

The grade reporting survey will be sent to each school by Support Services prior to the file freeze (for the first grading period). Schools must complete and return this survey to receive grade reporting products.

Verifying and Updating Student Programs

Student List

The Student List contains the following information:

- Student ID Number
- Student Name
- Sex/Ethic Codes (S/E)
- General Information (GEN INFO). Is an optional item on the student record for school use.
- Current School Information
- School Number (SCHL)
- Grade (GR)
- Homeroom (HR)
- Cycle (CYC) – Yes or No
- Shared School (SHR SCHL)
- Shared School 2 (SHR2 SCHL)
- Summer School and summer Grade
- Future School and Future Grade

This report should be used to verify that:

- All students enrolled in the school are on the ISIS file;
- All students have the correct grade level;
- All students have the correct homeroom section;
- All students have been assigned an academic program. If a student has been assigned an academic program, the "CYC" (cycle) column will display "YES"; if no academic program is assigned, "NO" will be displayed. Schools should assign all students with "NO" an academic program either by using the individual STUDENT RECORD/SUBJECTS screen PF1, or by using selection 8, MASS ELEMENTARY PROGRAMS on the STUDENT DATA BASE SYSTEM ACADEMIC INFORMATION MENU.

This report should be ordered in Alpha within Homeroom within Grade sequence. Schools may order this report through the ONLINE REPORT REQUEST SYSTEM in Student ID, Alpha, Alpha/Grade, Alpha/Homeroom/Grade or Alpha/Homeroom sequence.

Verifying and Updating Student Programs

Class Master List/Seat Inventory

This report is a listing of all of the classes offered by the school. The information for each course is displayed under the following headings:

- **Course Sequence/Section (SEQ SEC)** The computer codes representing each class.

- **Status (ST)** of the class A = Active; I = Inactive

- **Subject Code**

- **Subject Abbreviation (SUBJECT ABREV)**.

- **Teacher Number (TCH NUM)** The teacher designation used for sorting.

- **Employee Number (EMP NO)**

- **Teacher Name**

- **Number of Teachers (NUM TCH)** An optional field for team teaching.

- **Room Number (ROOM NUM)** Room number is required.

- **Order** An order optional field used to indicate the order within the day when a special teacher (art, music) teaches a class.

- **Days (MTWRF)** Days of the week that the class meets. An optional field used to indicate the day that the special teacher teaches a class.

- **Maximum Seats (MAX)** The number of seats available for a class.

- **Seat Assigned (ASSG)** The actual number of students assigned to a class. As changes are made to student's subjects, this number will automatically increase or decrease.

- **Computer Literacy (COM LIT)**

- **Grade Responsibility (GRD RSP)** This field will contain a "C". This indicates that separate grade reporting forms are produced for each subject.

- **Shared School (SHRD SCHL)**

- **Team (TEAM GR/NO)**

Schools should use this report to verify teacher employee numbers and names. If there are errors, schools must make the corrections on the COURSE RECORD screen, PF9. It is suggested that the report be ordered in Teacher Number order and Course Sequence order. To verify the number of students in a room by period for Class Size, order the report by Period/Room. Additional copies and sequence of this report may be ordered through the ONLINE REPORT REQUEST SYSTEM.

Verifying and Updating Student Programs

Changes to the Course Record Screen

All necessary changes or additions to the Master Schedule must be completed on the COURSE RECORD PF9 screen. Schools can access this screen by pressing the PF9 key.

From the PF9 screen,

▼ **Type**   the cycle (091, etc.) and course sequence (A01, A02, etc.)

▼ **Press**   Enter

All sections assigned to the course sequence entered will be displayed.

To change information,

▼ **Press**   PF15

▼ **Type**   over the information to be changed

▼ **Press**   Enter

The message UPDATE COMPLETE will be displayed.

To add information,

▼ **Press**   PF16

▼ **Type**   the starting period (PER ST) required
the starting minutes (TIME ST END) required
the room number (ROOM) required
the employee number (EMP-NO)
the teacher number (NUM)
the teacher name (NAME) optional
the maximum seats (SEATS MAX) optional

▼ **Press**   Enter

The message UPDATE COMPLETE will be displayed.

Verifying and Updating Student Programs

Transaction Change Report

This report is a listing of all transactions, which were processed by the computer. It is most important that this report be reviewed by the person responsible for data entry. The information will be displayed under the following headings:

- **Message Number (MSG NUM)** For ITS informational purposes only.

- **Student Name** This area will contain the student name, grade, homeroom section, student ID number, document number (ITS use), employee number, effective date and authorized by.

- **Report Cycle** Reporting cycle for which transaction was performed.

- **Course Sequence and Section (COURSE SEQ-SECT)**

- **Change Code** ADD, NOTIFICATION, CHANGE, OR DELETE will appear in this column; however, during grade reporting another message will appear.

- **Change Field** ISIS field where data has been added, changed, or deleted.

- **Change To/Change Form** An explanation of the changes that have taken place.

- **Warning Message/Action Taken** All discrepancies will be noted under this column and each message must be reviewed.

Messages with preceding asterisks (**) have been rejected during the computer processing and must be reviewed. If no review is made, the student files may be inaccurate.

Grading Procedures

Student Record/Subjects

The STUDENT RECORD/SUBJECTS screen may contain a maximum of 18 subjects. When a student is assigned subjects and is subsequently withdrawn, the subjects remain for the new school to review.

- If the subjects displayed on the screen have been assigned grades, the school should not delete the subjects. Schools should change the existing class to the correct class for their school.

- If the subjects displayed on the screen have not been assigned grades, the school may delete all subjects and re-program the student.

All corrections to the student subjects must be done on the STUDENT RECORD/ SUBJECTS PF1 screen.

▼ **Type** the student ID number

▼ **Press** **Enter**

All the student subjects will be displayed.

▼ **Press** **PF13** to release the cursor

▼ **Type** over the sequence (SEQ) and section (SEC) to be changed

▼ **Press** **Enter**

The message UPDATE COMPLETE will be displayed. If grades have already been assigned the message, PRESS PF17 TO CHANGE/DELETE CLASS WITH GRADE will be displayed.

> **NOTE:** After the first grading period, if the student program changes, the appropriate program number should be updated in addition to changing course sequence and section.

Grading Procedures

Academic Grades

In kindergarten, the valid academic grades are E, S, M, U, and G. These grades may <u>only</u> be used for kindergarten students. In grades 1-6, the valid academic grades are A, B, C, D, and F. Schools should reference the Student Progression Plan for specific guidelines.

Effort Grades

In grades 1-6, the valid effort grades are 1, 2, AND 3.

Conduct Grades

In grades 1-6, the valid conduct grades are A, B, C, D and F.

Comments

Schools will enter a comment code in the Comment 1 (Final) and Comment 2 (Final) columns in the Electronic Gradebook.

Comments Special Considerations

- When comment numbers 2, 31, 43, 44 or 46 are used, the computer will allow the teachers to omit the academic grade without producing an error.

- Comment 29, Grade Withheld Pending Parent/Teacher Conference, is not applicable during the fourth grading period due to Board Rule, which prohibits withholding of final grades.

Grading Procedures

Grading Procedures – Electronic Gradebook

At the end of each grading period, the Gradebook Manager will perform an upload of grades to ISIS. Two days prior to the end of the grading period, Gradebook imports from ISIS will be frozen. This means that any changes made in ISIS after that time will not appear in the Gradebook until the Gradebook imports from ISIS are resumed.

Academic Grades

In kindergarten, the valid academic grades are E, S, M, U, and G. These grades may only be used for kindergarten students. In grades 1-6, the valid academic grades are A, B, C, D, and F. School should reference the Student Progression Plan for specific guidelines.

If an academic grade is intentionally omitted, an applicable comment **MUST** be entered in the Required Assessments (Electronic Gradebook) for the subject where the academic grade is being omitted. [See the Comments section for the appropriate comments.] Omission of both the academic grade and the appropriate comment creates an error that must be resolved by the teacher and the data entry person in the office. The errors are identified on the *Report Card Exception Listing.*

Grade Changes after Gradebook Upload

Grade changes that are made in the Gradebook after the grades are uploaded **WILL NOT** automatically update ISIS. Grade changes/updates will need to be made in both the Gradebook and ISIS.

Final Grade

The Electronic Gradebook is configured to automatically calculate a final grade. Teachers must review the grades for accuracy and overwrite the grade (if necessary) in the Gradebook prior to the final upload of grades to ISIS.

Additional information regarding the Electronic Gradebook is available at:
http://gradebooksupport.dadeschools.net/.

Grading Procedures

Grade Reporting Reports

After the Kindergarten/Elementary Gradebook Uploads have been processed, ITS will produce the following reports. In order to receive any of the following reports, schools must complete the REPORT CARD QUESTIONNAIRE that will be sent to each school. On this questionnaire, the school can specify the number of copies and the desired sequence of each report.

- **Report Cards** – Student copy only.

- **Perfect Attendance Letters** – A letter for those students that had perfect attendance for that grading period.

- **Student Grade Report** – this report lists each class and the grades received.

- **Exception List** – This report lists those students that did not receive a grade.

- **Grade Proof List** – This list provides the teacher with a list of all students in a given class and includes the academic grade.

- **Improvement Needed List** – This report shows which students received an academic grade lower than "C" in any given subject.

Schools must provide a sort sequence for these reports. In order to receive these reports **alpha within the homeroom teacher**, schools should select **Alpha/Homeroom/Grade**. Schools may select other sequences if necessary.

> **NOTE:** **Perfect Attendance Letters will be produced in the same sequence as the reports cards. Schools have the option to request an alternate sequence.**

Appendix

Student Academic Program Assignment Worksheet

```
PRODUCT NO. T1325X0501      STUDENT ACADEMIC PROGRAM ASSIGNMENT WORKSHEET       TIME: 16:46:23.9
                                     5555 SAMPLE ELEMENTARY SCHOOL
GRADE-- KG SECTION-- CPK                                                        04/17/10   PAGE  3
```

STUDENT ID	STUDENT NAME	GR SEC	BIRTHDATE	ETHNIC	ESOL LEVEL	PRIMARY EXC	PREVIOUS PROGRAM	PROGRAM & ALTER COURSE
0000001	SAMPLE STUDENT 1	KG CPK	12-18-02	W	4		51	
0000002	SAMPLE STUDENT 2	KG CPK	10-11-02	M			50	
0000003	SAMPLE STUDENT 3	KG CPK	09-21-02	W			50	
0000004	SAMPLE STUDENT 4	KG CPK	01-29-03	W			50	
0000005	SAMPLE STUDENT 5	KG CPK	04-28-03	W			50	
0000006	SAMPLE STUDENT 6	KG CPK	12-17-02	W		F	50	
0000007	SAMPLE STUDENT 7	KG CPK	10-10-02	H			50	
0000008	SAMPLE STUDENT 8	KG CPK	02-17-03	W	4		51	
0000009	SAMPLE STUDENT 9	KG CPK	11-01-02	A	4		51	
0000010	SAMPLE STUDENT 10	KG CPK	07-09-03	H			50	
0000011	SAMPLE STUDENT 11	KG CPK	02-28-03	H			50	
0000012	SAMPLE STUDENT 12	KG CPK	03-15-03	H		L	41	
0000013	SAMPLE STUDENT 13	KG CPK	09-06-02	H			50	
0000014	SAMPLE STUDENT 14	KG CPK	11-19-02	W			50	
0000015	SAMPLE STUDENT 15	KG CPK	02-08-03	H	4	L	43	
0000016	SAMPLE STUDENT 16	KG CPK	12-05-02	W			50	
0000017	SAMPLE STUDENT 17	KG CPK	11-02-02	W	4		51	
0000018	SAMPLE STUDENT 18	KG CPK	01-27-03	H		L	43	
0000019	SAMPLE STUDENT 19	KG CPK	03-06-03	A			50	
0000020	SAMPLE STUDENT 20	KG CPK	11-18-02	H			50	
0000021	SAMPLE STUDENT 21	KG CPK	03-07-03	W		L	43	
0000022	SAMPLE STUDENT 22	KG CPK	01-23-03	H	4	L	43	
0000022	SAMPLE STUDENT 22	KG CPK	10-26-02	H		L	40	

Appendix

Course Teacher Assignment Worksheet

DATE: 04:02:10
SCHOOL: 5555 SAMPLE SCHOOL

MIAMI-DADE COUNTY PUBLIC SCHOOLS
COURSE TEACHER ASSIGNMENT WORKSHEET

PRODUCT NO: T13252501
PAGE NO: 1

GRADE LEVEL	CRS-SEQ	SUBJECT CODE	ABBREVIATED TITLE	ROOM	6-DIGIT EMPLOYEE #	3-CHARACTER TEACHER #	TEACHER NAME
K	A01	5010040BE	Language Development				

GRADE LEVEL	CRS-SEQ	SUBJECT CODE	ABBREVIATED TITLE	ROOM	6-DIGIT EMPLOYEE #	3-CHARACTER TEACHER #	TEACHER NAME
K	A02	5010040B1	Language Development				