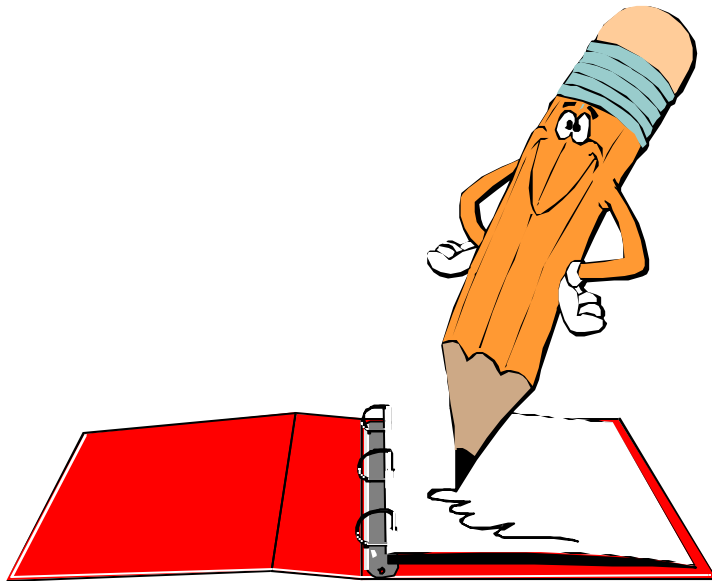


# SECONDARY

## Spring Registration and Transmittal Procedures



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## **SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES**

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### **Introduction**

Effective with the 2009-10 school year, the assignment of the future school and future grade for secondary students will be processed automatically for students in grades that do not feed to the next school level. The future grade will be incremented by one for non-feeder grade levels. This future school/grade assignment will be processed on Friday, January 30, 2009.

- Senior high schools will need to enter the incoming 9<sup>th</sup> grade students into their future school.
- Twelfth grade students will not be updated. Senior high schools will need to take appropriate action for students that will not meet graduation requirements.

The Integrated Student Information System (ISIS) does not provide for a student to be registered in more than one current school or pre-registered in more than one future school. The procedures in this document have been developed in order to minimize conflicts and to clarify the process for secondary schools.

During the last week in January, Information Technology Services (ITS) produces for all students in grades 6 through 11, and for students in grade 5 of elementary schools feeding 6 grade middle schools the following:

**One Student Subject Selection Form - Schools can request an optional set by following the instructions in the memo, *Student Subject Selection Cards*, sent via Weekly Briefings during the month of December each year.**

**One Student Control List corresponding to the sequence of the *Student Subject Selection Forms*.**

If there are questions regarding attendance policies or procedures, schools should call Attendance Services at 305-882-1855.

Questions regarding online processing must be submitted via Self Service at: <http://selfservice.dadeschools.net>. Select "Ask ITS A Question" to direct your question to the ITS Support Services Help Desk. Self Service is available from the Employee Toolbox and Employee Portal.

## **SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES**

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### **Constraints and Assumptions**

1. All students will have a future school designation on the Student Data Base System (SDBS) file. The categories of students are:
  - a. New to county public school system
  - b. Inactive and returning
  - c. Continuing in the same school
  - d. Feeder pattern students
  - e. Transfers from current school to another school between the end of the school year and the beginning of the next school year
  - f. Transfers out of normal feeder pattern
2. A student can have only one schedule for a scheduling cycle. (Exception: Shared students.)
3. The promoting school (sending school) has the responsibility of determining which students go where and of notifying the receiving school.

### **Summary of Procedures**

1. ITS will provide **Student Subject Selection Forms** and a corresponding **Student Control List** for all students in grade 6 through 11, and for students in grade 5 of elementary schools feeding 6 grade middle schools. Forms will be sent to the current school.
2. Elementary and middle schools will sort forms for students in feeder grade level into groups corresponding to:

**P - Passing; R - Retained Because of Failure**

Students in the passing group will be further sorted by boundaries of receiving schools. These forms are sent to the appropriate schools.
3. **RECEIVING** schools (Middle Schools and Senior High Schools) enter these students as *Future* students in their school.
4. **RECEIVING** schools may then schedule these students as usual.
5. **RECEIVING** schools request *Future Transmittal Lists* from ITS after completing all *Future* School entries. (Schools can request subsequent lists.)
6. Both **SENDING** and **RECEIVING** schools will receive *Future Transmittal Lists* simultaneously from ITS.
7. Any subsequent exceptions should be transmitted between schools via the *Future Transmittal Adjustment Form, FM-2497 Rev. (01-99)*. See Attachment A.

## **SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES**

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### **Identification of Students to be Scheduled**

#### ***Designation of Future School***

In order to coordinate processing in online and batch modes, to preserve preregistration for the future school year concept, and to provide for accurate monitoring of the scheduling process, schools must "sign-on" with the *Future School* designation within the Student Data Base System.

Students in the following categories are to be entered as future students by the appropriate school:

1. Promoted students in the feeder pattern grades.
2. Students new to the county school system and pre-registered for the fall semester.
3. Students currently inactive on the SDBS file, but who are returning for the next school year.
4. Students **NOT** in a feeder grade, who would normally remain in the current school, but who will change schools because of an address change.
5. Students **NOT** in a feeder grade, who would normally remain in the current school, but who will change schools because of approved administrative transfers.

**NOTE:** ***Continuing students (current students remaining in the same school for the next school year) will have the future school designation, future grade, and grade promotion status automatically generated.***

## **SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES**

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### **Identification and Transmittal of Feeder Students**

In accordance with the M-DCPS Student Progression Plan regarding promotion from elementary to middle school and middle school to senior high, the promoting (sending) school is the control school in the feeder process. This concept applies both to the established feeder patterns and to transfers of students out of the feeder pattern by change of address or other approved circumstances for which established procedures are to be followed. Procedural consistency requires inter-school cooperation and district-wide coordination.

To facilitate the processing of feeder students, ITS will provide for all students in grade 6 through 11, and for students in grade 5 of elementary schools feeding 6 grade middle schools:

- Student Subject Selection Forms
- Corresponding Student Control List

#### ***Action Required of Sending School***

1. The **SENDING** school will evaluate each student in the feeder grade for promotional eligibility as of the conclusion of the first semester. The results of this analysis will be recorded on the *Student Control List* utilizing the following codes:

**P - PASSING:** Eligible for promotion upon successful completion of the school year.

**R - RETAINED:** Not eligible for promotion according to the Pupil Progression Plan as applied at the time of evaluation.

2. The **SENDING** school continually updates the *Student Control List* with entries/withdrawals. For school records, it is suggested that withdrawal date and new school be recorded.

**NOTE:** *Student Control Lists for non-feeder grades may be utilized in the same way at the discretion of the school.*

## **SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES**

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### **Action Required of Sending School (continued)**

3. All **SENDING** schools should complete the following tasks during the second semester, according to the yearly established time line.
  - a. Utilizing the *Student Control List*, sort the *Student Subject Selection Forms* of the feeder grade into the following categories:
    - (1) **Withdrawals** - Mark "WD" on form
    - (2) **R-Retained** \*
    - (3) **P-Promoted** \*

[\* Check appropriate box on form in pencil.]
  - b. Prepare a handwritten *Subject Selection Form*, or suitable substitute, for any student not having a pre-printed *Student Subject Selection Form* and place in the applicable category (R or P). A clear and accurate student ID number is required.
  - c. Utilizing the address on the forms, sort the "**P**" (Promoted) according to receiving school boundaries. Identify each school group as "Passing as of (date)."
  - d. Send forms of "**P**" (Promoted) students to appropriate schools.
  - e. Retain the "**R**" (Retained) forms and forms for **withdrawals**.
  - f. All *Student Subject Selection Forms* remaining in the school may be utilized as usual in the subject selection process.
  - g. *Student Subject Selection Forms* for withdrawn students are filed for use if the student returns.

**NOTE:** *Student Subject Selection Forms for non-feeder (continuing) students may be utilized to record student course requests at the school's discretion. To avoid any disruptions in processing feeder student transmittal, entry of future school and subject selections, it is suggested that Student Subject Selection Forms NOT be sent home for parent's signature until after all processing has been completed. ITS will supply a second set of Student Subject Selection Forms only upon special request.*

## **SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES**

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### ***Action Required of Receiving School***

**RECEIVING** schools enter students as future students online using information on the *Student Subject Selection Forms* received from sending schools.

### ***Processing Instructions***

1. The student's **future grade level** must be used.
2. The homeroom designation is at the discretion of the school.
3. After the future entry, schools may enter the course selections on the Mass Student Scheduling screen. To facilitate data entry, it is suggested that the *Student Subject Selection Forms* be arranged by **GRADE LEVEL**.

### ***Transmittal Lists***

1. After the completion of the feeder student identification and transmittal task, ITS will produce *Transmittal Lists* for the sending and receiving schools when requested.

**Note: Each RECEIVING school is responsible for requesting transmittal lists for both the receiving and sending school(s). The receiving school must submit a request via Self Service at <http://selfservice.dadeschools.net>. Select Production Control from the drop-down list to route the request to Production Control.**

2. Schools continually update their copies of the *Transmittal List* with the following subsequent changes:
  - entries
  - withdrawals
  - address changes and area-approved transfers
3. Frequent notification of all changes via the *Future Transmittal Adjustment Form* must be sent between the sending and receiving schools.
4. Schools update their transmittal lists from the *Future Transmittal Adjustment Form*.

## **SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES**

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### **Updating of Future School Designation**

**RECEIVING** schools must *immediately* withdraw from future school all students designated on the *Future Transmittal Adjustment Form* as deletions. All additions must be entered as future students.

#### ***Students Remaining in Your School***

Students currently in your school who are returning in the Fall must be scheduled. When the scheduling occurs, the Future School/Grade/HR will be programmatically updated on the SDBS file for students who were not processed in the automatic assignment of the future school and grade.

#### ***Senior High Graduating Class***

Senior High Schools evaluate students in the graduating class (Grade 12) and identify students who are to be scheduled for the next school year, (Retained). *Student Subject Selection Forms* for these students must be manually prepared.

### **Updating of Grade Promotion Status**

#### ***Current Students***

Promotion status is determined programmatically by comparing the *current* grade level to the *future* grade level entered either on the Mass Student Scheduling screen or on the Future Entry or Future Change screen. The following Grade Promotion Status codes will automatically appear when the process is completed:

**Promoted (P)                  Retained (R)**

Those students that are Administratively placed, "A," by the schools must have the Grade Promotion Status code entered or changed on the Current Student Record/Subjects screen. The Mass Student Scheduling screen will **N O T** administratively promote a student.

#### ***New Students***

At the time of the initial future entry, ITS will update the promotion status based on the student's current grade level and entered future grade level.

**NOTE:**            ***All future grade level changes must be accompanied by a verification of the grade promotion status. All grade promotion status information must be completed by transmission of Survey 5 records in August.***

## **SECONDARY SPRING REGISTRATION AND TRANSMITTAL PROCEDURES**

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### **Updating Future Population after End of Year Final Grade Reporting**

#### ***Reevaluation of Feeder Students by Sending Schools***

1. **SENDING** schools reevaluate students, reclassify according to designated codes on the *Student Control List* and *Student Subject Selection Forms*.  

**P** (Promoted) - As of end of school year  
**R** (Retained) - Not eligible for promotion
2. Change the codes on the *Student Control List* to reflect reevaluation.
3. Change the codes on the *Student Subject Selection Form* for those students previously designated as "**R**" (Retained).
4. **SENDING** schools re-sort the *Student Subject Selection Forms* of students in the feeder grade that have not been sent to receiving schools, i.e., the group designated as "**R**" (Retained).

#### ***Transmittal List Updates***

**SENDING** schools notify receiving schools of all changes to the *Transmittal List* via the *Future Transmittal Adjustment Form*.

1. Students previously classified as "**P**" (Passing), but now classified as "**R**" (Retained), are to be listed as deletions; reason: failure.
2. Students previously classified as "**R**" (Retained), but reclassified as "**P**" (Promoted), are to be listed as additions.

#### ***Future School Updates***

**RECEIVING** schools update the future school designation of all students on the *Future Transmittal Adjustment Forms* from the sending school.

