

## SECONDARY SCHEDULING CALENDAR

### January 2009 - August 2009

January	
1	ISIS available for Future input of course information
13	Gradebook Import Freeze for second grading period
15	End of second grading period
16	Gradebook Uploads due to ITS for second grading period
27	Report Cards for third grading period available to schools
29	Begin printing of Student Subject Selection Forms and Student Control Lists
30	Curriculum Bulletin for 2009-2010 completed
30	091 Course Offering should be completed
30	Automatic assignment of future school grade except for students moving to the next school level
February	
2	ISIS available for all future school activity
2	Begin Articulation process
6	Last day to order Final Standard GPA
7	Begin transmission of Talented Top 20 (Date from Lisa Felix)
2/9 - 2/13	FTE Week for 081 Survey 3
13	X2 Aspen Scheduling create Future Scenario
17	DECO files available for correction for Survey 3
18	Interim Progress Reports distributed to students
28	X2 Aspen completes Room, Teacher, Course Details
March	
24	Gradebook Import Freeze for third grading period.
26	End of third grading period
27	Gradebook Uploads due to ITS for third grading period
April	
4/6 - 4/10	Spring Break
7	Report Cards for third grading period available to schools
4/7 - 7/17	X2 Aspen Scheduling Lab available for schools every Friday.
15	Future schools complete entry of feeder (future) students. Schools request Transmittal Lists from ITS as input is completed
15	X2 Aspen entry of Student and Student Requests completed
May	
<b>4</b>	<b>ISIS available for summer session entry</b>
<b>8</b>	<b>Extended School Year (ESY) student lists due to Department of Transportation</b>
4	Schools with complete school population for 2009-2010 will start Phase I Student Scheduling for Cycle 091
6	Interim Progress Reports distributed to students
15	Complete Phase I for summer session Student Scheduling
June	
<b>1</b>	<b>Begin Phase II and/or III processing for summer session</b>
1	Schools complete Preliminary 091 Master Schedule (X2 Aspen and Mainframe scheduling)
2	Gradebook Import Freeze for fourth grading period.
4	End of school year 2008-2009 (081)
5	Gradebook Uploads due to ITS for fourth grading period
5	All student address must correct in ISIS for transportation purposes

<b>June (continued)</b>	
5	Complete the entry of future students and address corrections for transportation. <b>All student address must correct in ISIS.</b> Students received after this date will not be guaranteed transportation on the first day of school.
8 -12	FTE week for summer session Survey 4 <b>(DJJ only)</b>
15	DECO files available for correction for Survey 4 <b>(DJJ only)</b>
15	Final Transfer Process X2 Aspen future folder available
16	Report Cards for fourth grading period and unweighted final GPA available to schools
16	Gradebook will be inactivated for the 2008-09 school year
16	<b>File freeze for summer session final input for Phase III of Student Scheduling</b>
16	<b>Begin printing Schedules for summer session at 5:00 p.m.</b>
17	Students in Dropout Prevention programmatically withdrawn
17	Gradebook Archive for 2008-09 school year
17	Senior High School Final GPA and Credit update
18	12th Grade Rollover (W06) and 11th & 12th Grade Attendance History for Transcript
18	<b>Summer Sesssion schedules (09S) aivable to schools</b>
22	<b>Begin summer session</b>
23	<b>No-Show processing for summer session</b>
22 - 26	FTE week for summer session Survey 4
29	DECO files available for correction for Survey 4
<b>July</b>	
1	X2 Aspen Master Schedule for 091 at 100%
7/13 - 7/17	FTE week for summer session Survey 1
20	DECO files available for correction for Survey 1
17	X2 Aspen - APC submits a Self Service ticket to ITS with the name of the scenario the school will upload to ISIS
7/20 - 7/24	X2 Aspen - Schools run the Pre-Export Validation Report until the report is error-free
24	End of Summer Session
24	Schools upload summer grades to ITS
24	File freeze for school year 2009-2010 (091) input for Final Phase III of Student
28	Student schedules at 100% for Cycle 091
28	X2 Aspen schedules must be complete by 3:00 p.m. at which time school access will be disabled; ISIS to X2 Aspen updates suspended until 5:30 a.m. on 8/10
29	Summer Session Report Cards and unweighted final GPA available to schools
7/29 - 7/31	X2 Aspen - ITS uploads all school schedules from X2 Aspen to ISIS
31	Begin processing Postal Notification Cards. ISIS disabled at 5:00 p.m.
31	Summer Gradebook Archive
<b>August</b>	
3	DJJ locations upload summer grades to ITS
3	X2 Aspen - 7:30 A.M. - Access to X2 Aspen is restored for schools to work in School View ( daily updates between ISIS and X2 are not yet restored)
5	Process GPA for senior high schools
5	Rollover for 091 begins at 5:00 p.m.
5	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on 8/5 until 5:30 a.m. on 8/10
5	ITS will process DECO Survey 5 at 5:00 p.m.
6	Postal notification cards mailed on or after this date to students

<b>August (continued)</b>	
<b>10</b>	<b>X2 Aspen - The daily updates between ISIS and X2 Aspen are restored</b>
10	Schools begin updating of Inclusion Courses in ISIS. This process must be done after the Final Upload to ISIS.
12	Process all fall reports for Middle Schools. Begin printing at 5:00 p.m. Schools may request reports earlier by submitting a Self Service request to Production Control.
19	Process all fall reports for Senior High Schools. Begin printing at 5:00 p.m. Schools may request reports earlier by submitting a Self Service request to Production Control.
14	Middle School schedules for 091 available to schools
21	Senior High School schedules for 091 available to schools
24	School begins 091
<b>NOTE: ALL DATES ARE SUBJECT TO CHANGE</b>	