



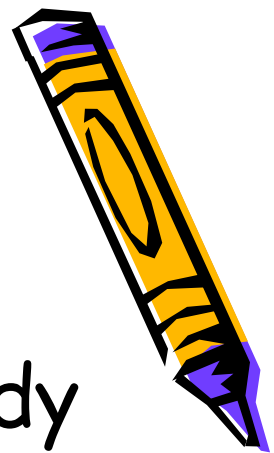
Opening of Schools

Information Technology Services
Presented by
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Scheduling

- Students' schedules must be ready for instructional applications to be available on the first day of school
 - ✓ Electronic Gradebook
 - ✓ Official Daily School Attendance (ODSA)
 - ✓ Class Size
 - ✓ Student Performance Indicators (SPI)
 - ✓ Instructional Applications such as Riverdeep and FCAT Explorer.



New for 2009-10



- Pre-kindergarten students will have a schedule on the Student Record / Subject screen (PF1)
 - All PK information will be reported from the PF1 screen
 - No course entry on the Miscellaneous Information screen
 - ESE Services (Speech, OT, PT, etc.) will be entered on the PF1



New for 2009-10

- Pre-kindergarten students will have a schedule on the Student Record / Subject screen (PF1)
 - ESE information will crossover to the ESE courses screen (PF4)
 - All courses will appear in the Gradebook and the Official Daily Attendance will be taken in the Homeroom Course (Course Sequence 0000)

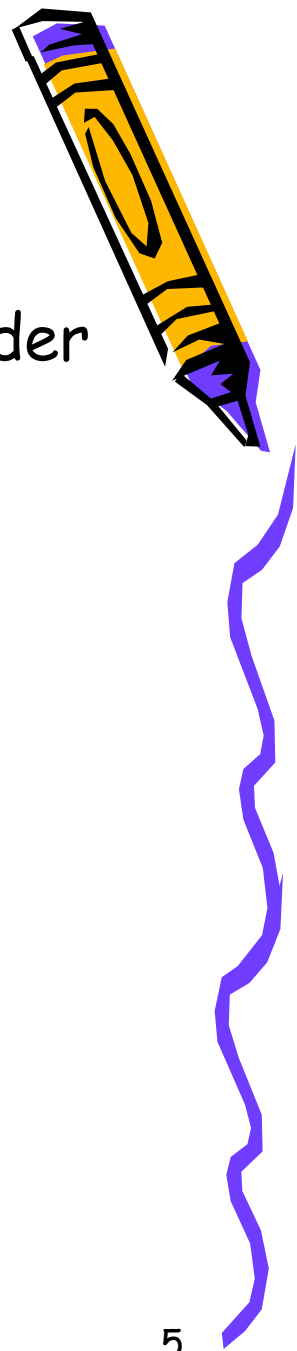


Homeroom Courses

- Homeroom courses must be completed in order to program the students:

- ◆ 0000 Pre-Kindergarten ← **NEW**
- ◆ 0001 Kindergarten
- ◆ 1001 First Grade
- ◆ 2001 Second Grade
- ◆ 3001 Third Grade
- ◆ 4001 Fourth Grade
- ◆ 5001 Fifth Grade
- ◆ 6001 Sixth Grade

- Courses are used to record daily school attendance in the Electronic Gradebook



New for 2009-10



- Elementary School class periods have been changed to be sequential
 - School should refer to the Elementary Scheduling User Guide on e-Handbooks for information on adjusting periods for Class Size compliance
 - Please submit a Self Service Incident for any special situations



Student Schedule



AS14-31-X2OK S T U D E N T R E C O R D / S U B J E C T S 08/13/09 13.55.36
 STUDENT ID 0159206 SCHOOL 5555 GRADE 02 HR SA2 PRO ST SCHL CD
 NAME SAMPLE J STUDENT SEX F ADD SCHL CD
 BIRTHDATE 10/27/01
 LAST SUB UPDT 00/00/00 RECORD UPDT 06/30/09 LAST GRD UPDT 00/00/00

REPORTING CYCLE 091 GRADING PERIOD
 CYCLE TOTAL ABSENCES CYCLE TOTAL TARDIES

PROGRAM NO. 02

GRADE 02 HR SA2

SCHL	SEQ/SEC	CRS NUM	TRM TITLE	SP	ROOM	TEACHER	1234	F
5555	2001 03	5400000D0	A ElemHmRm	HR	5052	TEACHER		G
5555	A08 03	5010040D1	A Lang Arts	01	5052	TEACHER		
5555	C19 03	5010050D1	A ReadgElem	03	5052	TEACHER		
5555	D10 04	5012040D1	A MathGrad2	04	5053	TEACHER		
5555	E14 04	5020030D1	A Science	05	5053	TEACHER		
5555	F10 04	5021000D1	A Soc Study	06	5053	TEACHER		
5555	G05 03	5001000D1	A Art	07	8082	TEACHER		
5555	H05 03	5013000D1	A Music	08	8080	TEACHER		
5555	I05 03	5015040D1	A Phys Ed	09	9093	TEACHER		
5555	J02 03	5007020D2	A Span-SL	10	A102	TEACHER		

** KEY DESIRED GRADING PER



Periods are sequential



Special Area teachers

- It will be necessary to adjust periods for the special area teachers
 - Order Class Lists from the Online Report Request System and give them to the special area teachers
 - Special area teachers should group their class lists by the time slots the students are seen and return their lists to the school's scheduler
 - ✓ The scheduler will assign periods to the different groups and update ISIS



Class Size



- All schools must meet these requirements at school level for the 2009-10 school year
 - PK - 3 18
 - 4 - 8 22
 - 9 - 12 25
- There will be no Class Size simulations from the FLDOE prior to FTE
- Check the Class Size Portal everyday



Help!!!!!!!!!!!!

➤ Elementary Scheduling User Guide:

➤ Class Size User Guide

➤ e-Handbooks:

<http://ehandbooks@dadeschools.net>

➤ School Master Scheduling:

<http://tlc.dadeschools.net/scheduling/index.asp>

➤ Heat Self Service:

<http://selfservice.dadeschools.net>

