

San Diego Unified School District Student Information System

**San Diego Unified School District  
Student Information Systems**



**ANNUAL CALENDAR  
2009-2010 Edition**



Information Technology  
Student Information Systems  
Education Center, Room 1008  
725-7485

**TABLE OF CONTENTS**

---

Introduction-----3

How to Use the Annual Calendar-----4

Glossary of User Abbreviations -----5

Reference Listing for Subjects -----6

Calendar of Events by Subject-----7-12

Calendar of Events by Date ----- 13

## **INTRODUCTION**

---

This calendar represents most of the routinely scheduled data processing activities, which are part of the Information Technology, Student Information System. It includes "due" and "submit" dates required for the timely processing of data, as well as "ready" dates when updated materials, reports, and other printed documents are scheduled to be available.

While the calendar is based on all information currently available at the time of publication, revisions may occur throughout the school year. Schools and departments will be notified as these revisions occur. All revisions will be published online to reflect any new information.

### **Distribution of Calendars**

SIS Annual Calendars are accessible through the San Diego Unified School District's web page:

<http://www.sandi.net/depts/it/SISAnnualCalendar.pdf>

### **Suggestions/Additional Copies of Calendar**

Any suggestions for improvement should be directed to the Student Information Systems Group, Room 1008, 725-7485.

## HOW TO USE THE ANNUAL CALENDAR

---

This calendar is presented in three sections with the following contents:

### Section A

- Glossary of User Abbreviations
- Reference Listing for Subjects

---

### Section B

- Calendar of Events by Subject (Alphabetical Listing by Subject, Chronological by Date within Subject Listing)

---

### Section C

- Calendar of Events by Date (Chronological Listing by Date)
- 

*The listings of scheduled events in Sections B and C begin with dates for the current school year and end with projected dates for the upcoming school year.*

- EVENT** Describes the data processing activity/report/information which is scheduled to be processed or available.
- ACTION** Refers to the status of the event; **DUE** and **Submit** require that certain forms and/or information be submitted as indicated; **CUT-OFF** is similar to DUE, date/time that indicates when data entry must be completed, i.e., before Uploads. **Print** is the date IT expects to process the **EVENT**, **Ready** indicates that materials should be available. **Reminder** is a gentle reminder to the user that they might want to do the activity described under the Event
- USER** The department or school which is responsible for submitting or receiving data information.

**NOTE:** Questions regarding DATES, PROCESSING CYCLES or DELIVERY OF MATERIALS should be directed to the INFORMATION TECHNOLOGY (IT), DEPARTMENT Support Desk, Room 1017, phone, (619) 725-7500

Questions regarding SCHOOL PROCEDURES OR PROGRAMS which are directed by specific district offices should be made to the responsible office (i.e., Information and or questions concerning suspensions are handled by the Placement & Appeals Office.)- See the SDCS Central Offices Directory for the current room and telephone numbers of the office or department needed.

**GLOSSARY OF USER ABBREVIATIONS**

---

All Sch	All Schools
Ed Serv	Educational Services Division
Elem Sch	Elementary Schools
HHSA	Health & Human Service Association
Food Srv	Food Services
IT	Information Technology Department
Mlt-Trk	Multi-track schools
OAS	Office of the Assistant Superintendent of High Schools
ROP	Regional Occupational Program
Research	Research Department
Sch To Car	School To Career Transition
Sec Sch	Secondary Schools
Sgl-Trk/TrkS	Single-track schools
Special Ed	Special Education
Student Srv	Student Services
Trad/TrkT	Traditional Schools
Voc. Ed	Vocational Education

**REFERENCE LISTING FOR SUBJECTS**

(Section B)

<b>SUBJECT</b>	<b>DESCRIPTION OF SUBJECT</b>	<b>PAGE</b>
ARTIC _____	Articulation .....	7
CLASSN _____	Class Assignments-Elementary .....	8
ELEM GRD _____	Elementary Grade Reporting .....	9
SECD GRD _____	Secondary Grade Reporting & Student Transcripts.....	10
GRAD DOC _____	Graduation Documents (Secondary).....	11

## Articulation

The articulation process has been replaced by the New Year Initialization process in Zangle. Following district rules and current feeder patterns, future enrollment records are created in Zangle and later copied into SIS.

**(See Zangle announcements regarding New Year Initialization.)**

## Classroom Assignments-Elementary

*Initial printing of Student Assignment Cards will be done centrally for all elementary schools. After the initial printing, school sites will be able to print cards for new students or replacement cards using Zangle. Extra blank cards are provided along with the initial batch printed by IT.*

Student Assignment Cards (also known as Power Cards) are run in May for Traditional track elementary schools and for Single-track elementary schools. The cards are used by the schools to schedule students into classrooms. Different color cards are printed for different groups as follows:

- Yellow -- EL boys (English Learners)
- Pink -- EL girls
- Blue -- Non-EL boys
- White -- Non-EL girls

The data is processed from Zangle and it is printed on 8x11 size colored/white paper that is perforated. The processing (printing and packaging) will be timed so the cards can reach the schools no later than May 21, 2010. The following PDFs will be forwarded to be printed:

For Traditional track:  
TTRACK\_EL\_GIRLS.PDF  
TTRACK\_EL\_BOYS.PDF  
TTRACK\_NONEL\_GIRLS.PDF  
TTRACK\_NONEL\_BOYS.PDF

For Single track:  
STRACK\_EL\_GIRLS.PDF  
STRACK\_EL\_BOYS.PDF  
STRACK\_NONEL\_GIRLS.PDF  
STRACK\_NONEL\_BOYS.PDF

Subject	Date	Day	User	Action	Event
CL ASSN	05/14/10	F	ELEM SCH	Ready	EL (yellow & pink) and Non-EL (blue and white) Student Assignment Cards will be sent to all elementary schools.

## Grade Reporting - Elementary Schools

All district schools will be using and printing the Standards-Based Report Card (SBRC) beginning with the 2008-2009 school year. Please refer to Zangle documentation for information about how to manage these report cards.

Scan sheets and legacy report card processing will be available when approved for certain site grades and classes that do not participate in the Standards-Based Report Card. If your school has students who will use the legacy report card system, please send an email request to [eancmon@sandi.net](mailto:eancmon@sandi.net) which includes the information below. (Please note that this request will apply to all 3 report card cycles, so you must email us if there are any changes during the year.)

- Teacher names and room numbers of the requested classes
- Whether you would like scan sheets mailed or you would like to pick them up
- Name of contact person at your site

## **Grade Reporting & Student Transcripts Secondary Schools**

Information about grade reporting activities will be sent to sites as necessary.

Effective January 26, 2009, Zangle Academic History is the system of record for permanent grade history, Transcripts, GPAs, and class ranking.

Items of information about courses completed and graduation requirements met for secondary students are accumulated and maintained on the Zangle database permanent grade history files. Each school collects and verifies their grades, and maintains them in Zangle Academic History.

Secondary school report cards are produced three times a year: at the end of the Fall semester, at the end of the Spring semester, and at the end of Summer School.

Schools are responsible for printing official Student Transcripts, which come from Zangle.

## **Graduation Documents**

Definition: Graduation name, type of document, graduation date and other information about students expected to complete graduation requirements for a given school year are collected and maintained on central database files. The information is used for reports to the Board of Education, and for the printing of graduation documents and commencement programs. Non-grads are defined as students who were reported to the Board of Education (in May) as expected to graduate, who subsequently do not complete requirements by the end of traditional (track T) summer school.

Enrollment exit codes must be accurately maintained in Zangle per state reporting requirements.

NOTE: ADDITIONAL DOCUMENTATION AND SCHEDULES WILL BE PUBLISHED IN CONJUNCTION WITH RELEASE OF A GRADUATION DOCUMENT MODULE IN ZANGLE.

This calendar will be prepared and distributed directly to Registrars.

## **Student Transcripts**

Items of information about courses completed and graduation requirements met for secondary students are accumulated and maintained on the central database grade history files. This information will be displayed on printed reports such as the STUDENT TRANSCRIPT.

**TRANSCRIPTS WILL NO LONGER BE MAILED HOME IN AUGUST.**

# Annual Calendar by Date

Subject	Date	Day	User	Action	Event
---------	------	-----	------	--------	-------

CL ASSN	05/14/10	F	ELEM SCH	Ready	EL (yellow & pink) and Non-EL (blue and white) Student Assignment Cards will be sent to all elementary schools.
---------	----------	---	----------	-------	---