



# San Diego Unified School District

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**FINANCIAL OPERATIONS DIVISION**  
**James A. Masias**  
Chief Financial Officer

## MEMORANDUM

**TO:** Site Principals and Central Office Departments

**FROM:** J. Masias

**DATE:** August 11, 2008

**SUBJECT: ZANGLE TRACK EDITOR – PROCEDURE CHANGES  
TRANSPORTATION, FOOD SERVICES,  
INSTRUCTIONAL MINUTES**

### **Background:**

The implementation of the DWA-Zangle Student Information System software created a precise system for calculating student Average Daily Attendance (ADA). The software incorporates a system of bell times, period designations, cycle days, course designators and district developed attendance accounting rules to calculate ADA for each site and collectively for the district.

### **Changes in Practice:**

Effective July 29, 2008, the Zangle Track Editor feature was limited to Read Only Access at the school site and central office department level. This “locking” of the Track Editor features minimizes many of the attendance and data reporting errors that have occurred in the past from changes being made to bell schedules, track designations, cycle days and class period designations.

There are instances where sites or departments must change the information controlled by the Track Editor feature, and in those limited cases, the following procedure will need to be followed by the site’s Site Technician or Power User:

1. The Power User/Site Technician will complete the attached form to request the change. The Power User/Site Technician will complete the information on the form, which will include the school's information, the nature of the change, the reason for the change, and the timeline for implementation of the change. The Power User/Site Technician will forward the request to the principal for approval who will forward the request to Pupil Accounting, Attention Dee Slieff, at [dslieff@sandi.net](mailto:dslieff@sandi.net).
2. Pupil Accounting will determine if the change is allowable under existing California Department of Education, district procedures and guidelines. Pupil Accounting will calculate the new Instructional Minutes.
3. Pupil Accounting will forward the request to the other departments for approval.
4. The Chief Improvement Officer, Transportation, and Food Service Departments will each approve or disapprove the request and return the response to Pupil Accounting.
5. Any fiscal impact to the Transportation Department will be charged to the school site.

Memorandum to Site Principals and Central Office Departments

Page 2

August 11, 2008

6. Requests must be received three weeks prior to the schedule change.
7. Pupil Accounting will notify the school site and the three other departments of the results of the review by all of the departments and the amount of any related costs. Pupil Accounting will work with on-site support staff person at the school site to make the requested changes.
8. After the changes have been made, Pupil Accounting staff will review those changes for accuracy and alignment with the request. Site principal will receive a report that indicates all changes have been made and all departments are in alignment with the changes.

Please direct any questions to Dee Slieff [dslieff@sandi.net](mailto:dslieff@sandi.net) or by telephone at (619) 725-7576.

JAM:mcr

Attachment