

OCILE/Zangle/SIS for 2008-09

Version 1.1 • Updated September 11, 2008

1. What is OCILE?

OCILE stands for Off-Campus Integrated Learning Experiences, which are programs for fourth, fifth, and sixth grade students in SDUSD. Students go to Old Town (4th grade), Balboa Park (5th grade), and Camp Palomar (6th grade) for unique out-of-classroom learning opportunities. Additional information about OCILE is available at www.sandi.net/ocile/.

2. When did the OCILE programs begin using Zangle?

On Monday, September 10, 2007, the OCILE programs at Old Town and Balboa Park began using Zangle to manage student information. They run class rosters and various reports out of Zangle. On Thursday, June 26, 2008, Palomar began using Zangle as well.

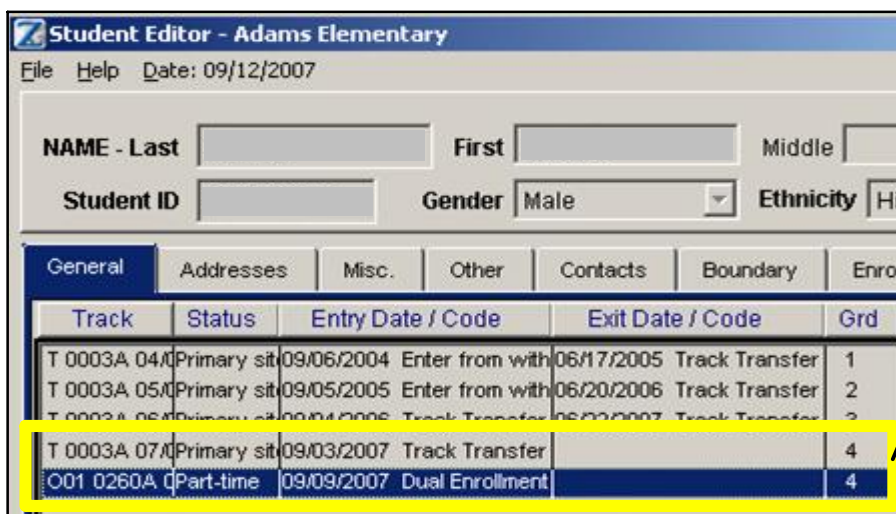
3. What are the school location numbers?

- Old Town is location **0260A** and is listed as **Old Town Historical/Cult Pgm** in Zangle.
- Balboa Park is location **0012A** and is listed as **Balboa Park Program** in Zangle.
- Palomar is location **0262A** and is listed as **Palomar Outdoor School** in Zangle.
- Old Town, Balboa Park and Palomar have tracks that begin with O (for OCILE) followed by a two-digit number (01-41). Examples are 001, 002, 003 where 01 = week 1, 02 = week 2, etc.

4. How does this impact me at my school?

The IT Department will create part-time records for your students **three weeks before** your Grades 4 and 5 students go to Old Town (0260A) or Balboa Park (0012A). IT will create these records **seven weeks** before your Grade 6 students go to Palomar (0262A).

You will see these part-time records, as shown below. The records will only be open for about four weeks (three weeks prior plus the OCILE week, or 6 weeks plus the OCILE week for Palomar). On Friday of the OCILE week, the IT Department will close the part-time records, keeping a history of the OCILE enrollment in Student Editor.



Track	Status	Entry Date / Code	Exit Date / Code	Grd
T 0003A 04	Primary sit	09/06/2004 Enter from with	06/17/2005 Track Transfer	1
T 0003A 05	Primary sit	09/05/2005 Enter from with	06/20/2006 Track Transfer	2
T 0003A 06	Primary sit	09/04/2006 Track Transfer	06/22/2007 Track Transfer	3
T 0003A 07	Primary sit	09/03/2007 Track Transfer		4
O01 0260A	Part-time	09/09/2007 Dual Enrollment		4

In this example, the student has a part-time record for 0260A (Old Town). At the end of the week, the IT Department will close this record.

5. It is within a month of my OCILE week. I cannot drop one of my 4th/5th/6th graders in Zangle. Why not? What do I need to do?

When one of your students is owned part-time by another school, you cannot drop the primary record in Student Editor until the part-time record is closed.

If it is within **one month** of your OCILE week and you need to drop one of your fourth or fifth grade students, you need to call the Power User at Old Town (619-293-4432) or Balboa Park (619-293-4459).

If it is within **two months** of your OCILE week at Palomar and you need to drop one of your sixth grade students, you need to call the Power User at Palomar (760-742-3270).

The Power Users at these OCILE programs have been trained to drop part-time records.

6. Do I still need to enter my OCILE dates in SIS - Elementary Schools?

No! You do not have to do anything further for date entry any longer. The IT Department now uses Zangle exclusively to store and access this information.

7. Where can I get OCILE instructions?

Go to <http://www.sandi.net/ocile/> and review the instructions for the three grades. The section titled *Site Preparation & Responsibilities* describes the timeline for sending students to OCILE.

8. How do I run OCILE transportation rosters?

Go to <http://www.sandi.net/ocile/> and navigate to the section titled **Running OCILE Rosters** to get detailed instructions on how to run OCILE rosters.

9. How do I send in course and section numbers to Palomar? (For middle schools)

This information is an excerpt from p.3 of the Coordinator Packet found at <http://www.sandi.net/palomar/>.

- Determine the course and section numbers of the classes attending.
- Verify total number of students for your school against the OCILE estimate listed at <http://www.sandi.net/ocile/0809schedule.pdf>.
- If your student count is higher than planned, contact Palomar to see if your actual number can be accommodated.
- Provide an explanation/report of any discrepancies larger or smaller than 5 students.
- E-mail Zangle Class Rosters to grose@sandi.net or FAX (619) 742-3270.

PHONE NUMBERS

If you need an OCILE part-time record dropped, call these numbers:

- Old Town Power User: 619-293-4432
- Balboa Park Power User: 619-293-4459
- Camp Palomar Power User: 760-742-3270

