

INSTRUCTIONS FOR RESOLVING STUDENTS WITH BAD ADDRESSES/ INCORRECT ASSIGNMENT CODES IN TERMS PRE-FIRST DAY REPORT

Each school year prior to the first day of school, Demographics & Student Assignments Department produces a report of **students with incorrect address or assignment code information in TERMS**. This report contains lists of individual students, by school, with incorrect information as found in the TERMS student database following the summer rollover. If a student is boundared for your school, he/she has an assignment code of "01." If a student does not reside in your school's boundary, another approved assignment code is needed or the student must attend their assigned school. **All** TERMS assignment codes and unmatched addresses must also be reviewed for accuracy. **There is no need to respond if your school does not have a TERMS Code Report.**

Follow these steps to ensure that students are corrected **immediately** in TERMS and email the completed and signed report to boundaries@browardschools.com in the Demographics & Student Assignments Department by the deadline, **August 20, 2018**.

1. Resolve students having bad addresses

- a. If a student is listed under the section "Bad Address", immediately correct all typos and misspellings in TERMS. Be sure to verify the address with what is on file for the student's registration.

2. Resolve students having an incorrect assignment code of "01":

- a. If the student has an assignment code of "01" and the home school on your error report *is not your school* do one of the following:
 - Notify the parent that the student is assigned to another school *immediately*. If the student does not wish to attend his/her assigned boundary school, the parent may request a reassignment to a school with available space, or may apply for a magnet program. The application for reassignment and magnet seats may be found at <http://browardschools.com/schoolchoice>
 - If the student is in the highest grade and attended your school during the 2017/18 school year, regardless of whether your school has an enrollment below or above 102% of its permanent capacity, the student may remain at your school for the 2018/19 school year following the completion of a school choice application found here: <http://browardschools.com/schoolchoice>
 - Obtain an approved assignment code from authorized District staff, such as ESE, Student Services, etc. You must retain all assignment code authorization documents in the student's folder, as a code can never be changed without District authorization.
- b. If the student has an assignment code of "01" and the home school on your error report *is not your school* but you believe the address is within your school's boundary, **contact** the Demographics & Student Assignments Department to resolve the discrepancy.

3. Research and determine proper coding for all other students on the TERMS Code Report with assignment codes other than "01." Please refer to the TERMS Assignment Codes sheet for District departments responsible for code approval, contact names and telephone numbers.

4. After obtaining an approved assignment code, correct the student assignment code *immediately* in TERMS.

5. Confirm your TERMS Code Report is complete:

- a. Make sure each student record has been checked and corrected in TERMS
- b. Make sure each parent has been contacted regarding their student's second semester status.
- c. Print your name, sign, and date the bottom of the report on the lines provided.
- d. Have your Principal sign their name and date the bottom of the report on the lines provided.
- e. Provide your telephone number (direct line if available).

6. Submit your TERMS Code Report before the deadline:

- a. Scan and email your completed, signed TERMS Code Report to boundaries@browardschools.com in the Demographics & Student Assignments Department. Your data entry is vital to accurate student information reporting and school planning.