

**MEMORANDUM**

October 22, 2002

TO: All Elementary Schools  
FROM: Information Technology Services  
Office of Information Technology  
SUBJECT: **ELEMENTARY KG REPORT CARDS**

To assist schools with the manual recording of attendance on the KG Report Cards, the Attendance Report available through the Online Report Request System should be ordered. The schools **must** indicate the following:

**For all Grading Periods:**

Number of Copies – The number that is required

**For each specific Grading Period:**

	1	2	3	4
Beginning of Attendance Period:	082602	103102	012303	040703
Ending of Attendance Period	103002	012203	032703	061103
Lower Range of Absences:	00			
Upper Range of Absences:	999			

**Report sequence:** Schools should select Alpha/Hr/Grade for distributing to the individual classroom teachers

The above information must be entered as specified in order for the reports to be accurate. The reports should be ordered on the ending day of the Attendance Period and picked up at Information Technology Services (ITS). If ordered earlier, the reports will not reflect complete attendance for the desired Grading Period. The teacher will be required to manually add the missing absences to the printed total for the individual students.

If there are questions regarding this memo, please call Support Services at 305-995-3705(0).