

MEMORANDUM

TO: Senior High Schools

FROM: Information Technology Services (ITS)

SUBJECT: **TWELFTH GRADE STUDENT FILE UPDATE**

On Friday, June 20, 2003. ITS will update the 12th grade student file with the Withdrawal Code information. The Graduation Type Code is used in determining the Withdrawal Code to be placed on the student record and to place the appropriate notation on the students' transcripts (example: College Ready, Superintendent's Diplomas of Distinction, etc.). To process students with the correct withdrawal information, a Graduation Type Code for students earning specific diploma/completion options must be entered prior to June 20, 2003. No action is necessary for students earning only a Standard Diploma with no special connotation. Instructions for updating the Graduation Type Codes were sent in an e-mail, "ISIS Graduation Type Code Update," on May 6, 2003. Listed below are the Graduation Type Codes and the corresponding Withdrawal Code information that will be placed on the students' records:

Graduation Type Code	Withdrawal Code
Blank (No Code)	W06
I, R, V, F, B, U, E, D, L, T, A, M, or W	W06
S	W07
C	W08
P	W09
G	W10

Action by ITS

1. Active 12th grade students without a future school or summer school designation will be inactivated with a Withdrawal Code that will be determined by the Graduation Type Code.
2. Active 12th grade students that have a future school or summer school designation will remain active in current, future and/or summer.
3. Active 12th grade students that have been withdrawn by the current school after June 11, but before June 20, will be bypassed in the file update. These students will remain inactive with the Withdrawal Code and date assigned by the school.

Action by the School

1. Active 12th grade students who are retuning for the fall (031), but are not scheduled must be entered as future students and, if possible, scheduled prior to June 20.
2. Active 12th grade students that meet the requirements for one of the graduation/completion options listed above must have a Graduation Type Code entered into ISIS, prior to June 20, for the students to be withdrawn with the appropriate Withdrawal Code.
3. Active 12th grade students who are not enrolled in summer or future school and do not meet the requirements for any type of diploma or completion option, should be withdrawn with the appropriate Withdrawal Code and date.
4. Active 12th grade students with no Graduation Type Code who are certified to graduate with a Standard Diploma with no special connotation, no action is required.

GRADUATES – ALTERNATIVE CENTERS

Action by Alternative Centers

1. The Alternative Center must assign the Fourth Grading Period grades for these students using the printed bubble sheets.
2. The Alternative Center will provide the names of the graduating students to the correct home school.
3. The Alternative Center must assign the Graduation Type Code for students earning one of the graduation/completion options.

Action by the Graduating Students' Home School

1. The student's home school will re-enter the students into the ISIS file using the entry date of 06/11/03. This entry must be completed by 6/20/03, at 5:00 P.M., if the student is to be automatically graduated.
2. If the re-entry is not completed by the specified date or if the student should not be withdrawn with a diploma/completion option, the student's home school must withdraw the student with the correct Withdrawal Code and date before 6/20/03.

If you have any questions regarding this process, please call Support Services at 305-995-3705(0).