

MEMORANDUM

March 11, 2003

TO: All Elementary Schools
FROM: Information Technology Services
SUBJECT: **ELEMENTARY KINDERGARTEN REPORT CARDS – THIRD GRADING PERIOD**

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:	*****	*****	012303	040703
Ending of Attendance Period:	*****	*****	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).