

## MEMORANDUM

TO: All Elementary Principals  
(Please route to Grade Level Chairpersons)

FROM: Information Technology Services

SUBJECT: **KG REPORT CARD – FINAL GRADES**

All schools must record final grades for all students in the ISIS file for district reporting and state permanent record requirements. Elementary schools will receive kindergarten bubble sheets for assigning final grades. When grading, all that is required is a final grade for each subject listed (if appropriate). **Do not** bubble Fourth Grading Period academic grades, conduct, or comments.

The Fourth Grading Period bubble sheets will be printed on June 6. Prior to the printing of these sheets, schools must verify the information in the ISIS file for accuracy. To assist schools with this verification process, the following reports should be ordered from the Online Report Request System:

- Class Master List/Seat Inventory – schools should verify the following and correct, if necessary, on the Course Record (PF9) screen:
  - That all necessary courses are on file.
  - That the correct teacher names, employee numbers (6 digit), and teacher numbers (3 digit) are on file.
  - That all pullout teacher name and employee numbers (ESOL, Spanish-S, Spanish-SL, and if appropriate, Music, Art, and P.E.) have been entered.
- Student List – verify students' grade, homeroom assignment and correct, if necessary, on the Student Information (PF3) screen.
- Student Locator – verify students' subjects and correct if necessary, on the Student Course Record (PF1) screen.

Once all corrections are completed, schools should request new reports.

After grades are assigned and the bubble sheets are returned to ITS (06/13/03), schools **will not** receive the report cards and other reports for Kindergarten students. For parental notification, the school will distribute the manual kindergarten Student Progress Report.

Questions regarding the Kindergarten Grade Reporting process should be directed to Ms. Cynthia Muller, District Supervisor, PK/Elem Instructional Support, at 305-995-7638 or Ms. Angie Rodriguez, Teacher/Trainer, PK/Elem Instructional Support, at 305-995-7625. For questions regarding ISIS updating or this memo, schools should call Support Services at 305-995-3705(0).