

MEMORANDUM

February 5, 2003

TO: Senior High Principals

FROM: Information Technology Services

SUBJECT: **DEADLINE FOR FINAL RANK IN CLASS**

The official Rank in Class as provided for in Board Rule 6GX13-5B-1.061, must be requested by all senior high schools before 5:00 PM on February 19, 2003, for a final ranking. The Grade Point Average (GPA) that is calculated at this time will appear on all future transcripts requested. Any requests for re-ranking after that date must be approved by Mrs. Phyllis Hallberg, Executive Director, Division of Student Services. Therefore, it is urgent that any corrections to student records be completed and a new Rank in Class requested by 5:00 PM on February 19.

Schools that **do not** request a Final Rank in Class by this date **will not** have the correct GPA appear on transcripts. Individual students whose GPA is missing or incorrect at the time of the Final GPA run can be updated using the GPA/Class Rank Update screen in the Course Transfer and Credit System in ISIS.

If an official Rank in Class has already been run for this school year and the results are satisfactory, schools do not have to request a new official Rank in Class. The last Official Rank processed, regardless of the date, will be considered the official final.

Information Technology Services (ITS) **will not** process any official Class Ranks automatically; schools must request them if necessary.

Questions regarding policy should be directed to Mrs. Phyllis Hallberg, Executive Director, Division of Student Services, at 305-995-7324. Questions regarding data entry or report requests should be directed to Support Services at 305-995-3705(0).