

MEMORANDUM

March 10, 2003

TO: Elementary School Principals
FROM: Information Technology Services
SUBJECT: **FUTURE SCHOOL ASSIGNMENT – ELEMENTARY 031**

The assignment of future school and future grade for elementary students for the 2003-2004 school year will be processed on Friday, March 14.

This will include all grade levels that do not feed to a middle school (K-5 normally). The future grade level will be assigned by incrementing the current grade level by one for students in grades kindergarten through the highest non-feeder grade. The following exceptions to this process will apply:

1. The future grade level for students in pre-kindergarten will remain pre-kindergarten.
2. Students with immunization status **0**, Not in Compliance, will not be assigned a future school.
3. Students with immunization status **2**, Temporary Medical Exemption Requiring Follow-up, with an expiration date of March 14 or earlier will not be assigned a future school.
4. For currently enrolled pre-kindergarten students that have an immunization code of **1**, but do not meet the 2003-2004 immunization requirements for pre-kindergarten and kindergarten, Information Technology Services will programmatically change the immunization code to **2** with an expiration date of 08/20/03.

All students automatically promoted to the next highest grade during this process will be assigned Grade Promotion Status Code **P**, Promoted. Effective Monday, March 17, any needed adjustments to the future grade must be done using the Future Activity screen (selection B, on the Student Information Menu). All future grade level changes will automatically adjust the Grade Promotion Status accordingly.

If you have any questions regarding this memo, please call 305-995-3705(0).