M E M O R A N D U M

TO: All Senior High Principals

FROM: Information Technology Services

SUBJECT: **ISIS GRADUATION TYPE CODE UPDATE**

In order to comply with the required state element on the students' transcripts designating the graduation/completion type, schools must enter the Graduation/Completion Type codes in ISIS. Students' records must be marked in advance of the graduation/completion date (June 20, 2003) in order to ensure the correct graduation/completion designation. (Such as International Baccalaureate, College Ready Diploma, Superintendent's Diploma of Distinction, Certificate of Completion, Special Diploma.)

For students earning only a Standard Diploma no action is necessary. However, for students who will be receiving other diploma/completion options, updating of the Graduation Type code in ISIS must be completed prior to June 20, 2003. On June 20, Information Technology Services (ITS) will update the 12th grade student file. Students who do not have a specific graduation type code, or a summer or future schedule will be withdrawn with a W06.

A list of the Graduation Type codes is available from the ISIS Help Menu (PA2, then press PF15).

The graduation type code may be entered either on the Student Information screen (PF3) in the Graduation Type field or on the Graduation Type screen (selection B on the Student Information Categorical Update menu).

Questions regarding graduation policy should be directed to the Division of Student/Career Services at 305-995-7324. Questions regarding data entry should be directed to Support Services at 305-995-3705(0).