

MEMORANDUM

TO: Senior High Schools

FROM: Information Technology Services (ITS)

SUBJECT: **STUDENTS IN GRADE 12 – SUMMER 03S**

On Tuesday, August 12, 2003, ITS will update the 12th grade student file with the Withdrawal Code information. The Graduation Type Code is used in determining the Withdrawal Code to be placed on the student record and to place the appropriate notation on the students' transcripts (example: College Ready, Superintendent's Diplomas of Distinction, etc.). To process students with the correct withdrawal information, a Graduation Type Code for students earning specific diploma/completion options must be entered prior to 5:00 P.M. August 12, 2003. No action is necessary for students earning only a Standard Diploma with no special connotation. Instructions for updating the Graduation Type Codes were sent in an e-mail, "ISIS Graduation Type Code Update," on May 6, 2003. Listed below are the Graduation Type Codes and the corresponding Withdrawal Code information that will be placed on the students' records:

Graduation Type Code	Withdrawal Code
Blank (No Code)	W06
I, R, V, F, B, U, E, D, L, T, A, M, or W	W06
S	W07
C	W08
P	W09
G	W10

The following action will be taken by ITS:

1. Active Grade 12 students that have a future school designation will be made active in the appropriate current (future) school.
2. Active Grade 12 students in summer school (03S) with no future school will be inactivated with a withdrawal code that will be determined by the graduation type code. The withdrawal date from summer (03S) assigned by ITS will be the weekday after the last school day, 08/04/03.
3. Summer students, who have been inactivated by the school by August 4, will be bypassed with the withdrawal code and date assigned by the schools.

The following action should be taken by the schools by 5:00 P.M. August 12:

1. Summer students in grade 12 (03S) who are returning for the fall (031), but are not scheduled, should be entered as future students and scheduled.
2. Summer students in grade 12 (03S) who are not returning and do not meet the requirements for any type of diploma or completion option should be withdrawn with the appropriate withdrawal code and date.

On September 2, 2003, ITS will produce a Graduate List for each senior high school. This list will include the student's names, ID numbers, and graduation code and date.

If you have any questions regarding this process, please call Support Services at 305-995-3705(0).