

MEMORANDUM

***** SECOND NOTICE *****

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **GRADE PROMOTION STATUS – 2003**

Schools are reminded that in order to have the correct grade promotion status message printed on the final report cards, all grade promotion status updates and/or future grade level changes must be completed by June 13, 2003. Schools that return the bubble sheets earlier, must complete the grade promotion status update prior to bringing the bubble sheets to ITS. Schools using electronic gradebook programs must complete the updates before uploading grades to ITS.

Schools may order the Grade Promotion Status Report to verify this information through the Online Report Request System.

If there are any questions regarding this memo, please call Support Services at 305-995-3705(0).