

## MEMORANDUM

October 22, 2003

TO: All Elementary Schools  
FROM: Information Technology Services (ITS)  
SUBJECT: **\*\*URGENT\*\* GRADE REPORTING – 031**

To insure accurate grade reporting bubble sheets, schools should request a Student List and a Class Master List/Seat Inventory immediately. Schools must complete the following steps prior to the Grading Period 1 freeze date of October 24, 2003.

### \*\*\* STUDENT LIST ACTION \*\*\*

1. Verify student grade levels.
2. Scan the "CYC" column for any student coded with a "NO." These students do not have an Academic Program, and must be programmed individually.
3. Verify that the correct students appear on the list. If a student should be added, schools must verify the student's homeroom section and program the student. If a student has a wrong homeroom section, the school must correct the homeroom section and then update the student program to reflect the correct teacher information.

### \*\*\* CLASS MASTER LIST/SEAT INVENTORY ACTION \*\*\*

1. Verify that "EMP NUM INVALID" does not appear as a teacher's name. If this message does appear, the school must correct the Employee Number and Name.

Detailed instructions can be found in the booklet titled "Elementary School Academic Grade Reporting." This booklet is available online at:

<http://www.dadeschools.net/ehandbook/index.htm>

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