

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **GRADE REPORTING FREEZE - GRADING PERIOD 4 (021)**

Schools are reminded that the deadline (freeze) for all fourth grading period information is 5:00 P.M. Friday, June 6, 2003. At that time ITS will begin printing the fourth grading period bubble sheets. Any student or teacher change made after that time will not be reflected on the grade reporting sheets.

ELEMENTARY SCHOOLS ONLY

- Final Grades - Elementary schools **must** bubble a final grade in addition to the grading period grades. ITS will **not** programmatically calculate the final grade.
- Kindergarten Grades – Elementary schools will receive bubble sheets for the kindergarten students. Teachers must bubble **only a final grade**. After grades are assigned and the bubble sheets are returned to ITS (06/13/03), schools **will not** receive the report cards and other reports for kindergarten students. For parental notification, the school will distribute the manual Kindergarten Student Progress Report.

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