

## MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ISIS MODIFICATIONS – GOOD CAUSE CODE**

In support of the State Statute requiring each district to report the Good Cause Exemption for the Administrative Promotion of Grade 3 students, Information Technology Services (ITS) has made modifications to the ISIS screens and reports listed below. On the evening of Thursday, May 22, 2003, ITS will programmatically update the Promotion Status and Good Cause codes on the Student Record / Subjects screen (PF1). After this date, schools should request a Promotion Code Verification Report from the Online Report Request System to verify the codes for each student and if necessary, make changes.

- Student Record / Subjects screen (PF1) – an additional field has been added to Promotion Status (PRO ST). When entering Promotion Status “A” for third grade students, a Good Cause Exemption code must be entered next to the Promotion Status. The valid codes are 1-6.
- Grade Promotion Update screen – a new field has been added to set the Good Cause Exemption Code. The code must be entered for third grade students being coded with Promotion Status code “A.” If a code is not entered, the message “Missing Good Cause” will be displayed at the top of the screen.
- Help Menu – The Good Cause Exemption codes and their definitions have been added to the ISIS Help Menu. To access the codes, press PA2; PF21 and press enter until the screen with the codes appears.
- Report Card – The statement “PROMOTED FOR GOOD CAUSE TO THE NEXT GRADE LEVEL” will be displayed for Grade 3 students that are being administratively promoted to Grade 4.
- Promotion Code Verification Report – The Good Cause Exemption code will be displayed in the Promotion Code column for Grade 3 students that are being Administratively Promoted to Grade 4.

Additional information regarding promotion and placement procedures will be sent by Ms. Nereida Santacruz, Assistant Superintendent, Curriculum Support and Innovative Programs, on Tuesday, May 27, 2003.

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