

MEMORANDUM

May 2, 2003

TO: All Secondary Schools

FROM: Support Services

SUBJECT: **REQUESTING POTENTIAL FAILURE REPORT**

Secondary schools are reminded that the Potential Failure Report is available from the Online Report Request System. This report lists students who are in danger of failing a course based on the first three grading period and the midyear exam grade.

NOTE: This report can only be ordered after the completion of the third grading period.

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