

MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **END OF YEAR PROCESSING PROCEDURES FOR 2003 – SECONDARY**

As the close of the current school year approaches, items concerning final report cards need to be addressed.

DISTRIBUTION OF REPORT CARDS

The following optional procedures are among those being used by schools to distribute report cards:

1. Obtain from each student a stamped, self-addressed envelope for mailing of final report cards; or
2. Obtain address labels from ITS and a stamped envelope from each student for mailing of final report cards. Schools can request the necessary labels through the Online Report Request System.

IMPORTANT GRADE REPORTING DATES:

- 6/6/03 Schools choosing to mail the final report cards may order address labels. It is suggested that you order the labels in the same sequence as the student copy of the report card.
- ITS begins printing the fourth grading period bubble forms. Schools will be notified by ITS when the forms are ready.
- Schools request the Grade Promotion Verification Report to verify and make any necessary adjustments to the grade promotion status.
- 6/13/03 Fourth grading period bubble sheets due at ITS.
- All updating of future grade level, administratively placed and summer placement promotion status codes must be completed in order for the appropriate statement to be printed on the final report card. This applies to those schools that indicated this option on the Grade Reporting Questionnaire.
- Alternative Centers provide a list of those grade 12 students who will graduate at the conclusion of this school year to the graduating home school. The home school will re-enter the student into ISIS using the entry date of 6/11/03. This re-entry must be completed by 6/20/03 at 5:00 P.M. if the student is to be automatically graduated by ITS. Schools will receive detailed instructions regarding this process.
- 6/20/03 Senior highs must complete the update of graduation type code in ISIS by 5:00 P.M. Schools should reference an e-mail sent on May 6, 2003, subject "ISIS Graduation Type Code Update."

If there are questions regarding the procedures described in this memo, schools should call Support Services at 305-995-3705(0).