

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **REPORT CARD COMMENT 45**

At the direction of the Office of Curriculum and Instruction, report card comment **45** "*Low academic performance could cause retention in this grade*" will now be printed on the student's report card for each successive grading period and not just in the grading period in which it was given. Comment **45** will appear under the grading period in which it was received until it is intentionally removed by comment **40** "*Override Comment 45*". Once comment **40** is entered on the same class comment **45** will no longer print on the report card.

Schools are reminded that the list of Report Card Comment Codes can be accessed by pressing PA2 while on the Student Record / Subjects (PF1) screen and then pressing PF8.

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