M E M O R A N D U M

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **GOOD CAUSE CODES FOR GRADE THREE STUDENTS**

Per State Statute, each district is required to report the Good Cause Exemption for the Administrative Promotion of Grade 3 students. Based on data provided by the Department of Assessment and Data Quality Analysis, ITS will programmatically update the Promotion Status and Good Cause codes for many third grade students, viewable on the Student Record / Subjects screen (PF1) on Friday, May 13, 2005. At that time, the following actions will be taken:

Action by ITS

- ITS will programmatically update relevant students with Good Cause codes **1** or **3**.
- Students that have been updated by the school on the Student Record / Subjects screen (PF1) with Good Cause codes **2**, **5**, or **6** prior to May 13, will be by-passed and no action will be taken.
- Students previously updated with **R** to indicate retention in Grade 3 will be by-passed and no action will be taken.

Note that Good Cause code **4** should **not** be updated until the Grade Three Reading Student Portfolio has the required approval signatures. At that time, the school will need to update the student's future grade level to Grade 4. The Promotion Status **A** and Good Cause code **4** must be entered on the Student Record / Subjects screen (PF1). The ADA (Americans with Disabilities Act) has requested counts by school of those who have put in Good Cause code **4** prior to May 13.

After May 13, schools must request a Promotion Code Verification Report from the Online Report Request System to verify the codes for each student and, if necessary, make changes.

For additional information regarding the guideline and procedures for Grade Three Promotion, please refer to the memorandum titled "Procedures for using the 2005 Grade 3 Reading Student Portfolio as a Good Cause for Promotion" sent on May 3, 2005, by the Office Accountability and Systemwide Performance.

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