

MEMORANDUM

TO: All Elementary Principals

FROM: Information Technology Services (ITS)

SUBJECT: **GRADE PROMOTION STATUS A, P, Z OR R – ELEMENTARY**

All students who are currently enrolled and who will be futured to a Miami-Dade County Public School for the next school year must have a Grade Promotion Status code on their record prior to transmission of Survey 5 records to the DOE. There are several situations that apply to the Grade Promotion Status codes. Schools must determine which is applicable.

CURRENT STUDENTS

The automatic assignment of Future School and Grade took place April 8th for students in grades K, 1, 2, 4, 5 and May 13th for students in grade 3. At that time, all students were recorded as **P** (Promoted). In support of the State statute requiring each district to report the Good Cause Exemption for the Administrative Promotion of students in grade 3, ITS programmatically updated the Promotion Status for 3rd grade students to include a Good Cause Exemption Code. The criteria used to set the Good Cause code was explained in a memorandum that was sent on Tuesday, May 3, 2005, by the Office of Accountability and Systemwide Performance.

For students that will be retained, the future grade must be changed to equal the current grade. ITS will programmatically update the Grade Promotion Status to **R** (Retained).

After schools determine which students will be Administratively Promoted, the procedure below must be followed:

- Administratively Placed (A) – The future grade level must be changed to the higher specified grade, if necessary, and the Grade Promotion Status must be changed to **A**. Schools must enter A Good Cause Exemption code for Administratively Promoted third grade students.
- Successful Summer School Experience Needed (Z) – Due to the summer school eligibility criteria for the 2005 summer session, this code **will not** be used.

CURRENT M-DCPS STUDENTS TRANSFERRING TO A DIFFERENT M-DCPS SCHOOL FOR FALL RPIOR TO SURVEY 5

The following Grade Promotion Status codes will be programmatically placed on each student's record with the exception of "Administratively Placed."

- Promoted (P) – The future grade entered by the receiving school is higher than the current grade. The Grade Promotion Status will be entered programmatically by ITS.
- Retained (R)- The future grade entered by the receiving school is equal to the current grade. The Grade Promotion Status will be entered programmatically by ITS.
- Administratively Placed (A) – The future grade level must be changed to the higher specified grade, if necessary, and the Grade promotion Status must be changed to **A**. Schools must enter a Good Cause Exemption code for Administratively Promoted third grade students.

STUDENTS NOT RETURNING TO M-DCPS AFTER THIS CURRENT YEAR

- No action is required.

NOTE: In order to have the correct Grade Promotion Status message print on the final report card, all Grade Promotion Status updates and/or future grade level changes must be correct by June 3, 2005. Grade Promotion Status information must be correct by August for transmission of Survey 5 records. Schools should request the Promotion Code Verification Report from the Online Report Request System to verify the codes for each student and, if necessary, make changes.

Questions about the procedures described in this memorandum should be directed to Support Services at 305-995-3705.