

## MEMORANDUM

TO: All Secondary Principals

FROM: Information Technology Services (ITS)

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

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 will take place for each student when scheduled for the fall term. At that time, the Grade Promotion Status will be determined based on the future grade level that was entered on the Mass Student Scheduling screen or by the Future Entry screens.

After schools determine which students will be promoted, retained, administratively placed or successful summer school experience needed, the following codes will be placed on the student record programmatically with the exception of “Administratively Placed” and “Successful Summer School Experience Needed”:

- Promoted (P) - the future grade entered is higher than the current grade. ITS will enter the Grade Promotion Status programmatically.
- Retained (R) - The future grade is equal to the current. ITS will enter the Grade Promotion Status programmatically.
- 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**.
- Successful Summer School Experience Needed (Z) - The future grade level should be greater than the current grade level if it is anticipated the student will pass. The summer grade level should be equal to the current. The student must be entered into the summer file in ISIS and the Grade Promotion Status must be changed to **Z**.

**NOTE: Secondary schools may choose not to have the Promotion Status code printed on the students' report cards. If your school chooses not to have the Promotion Status printed on the report cards, please notify Support Services at 305-995-3705.**

### 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” and “Successful Summer School Experience Needed”:

- 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**.

**STUDENTS REQUIRING SUCCESSFUL SUMMER SCHOOL COMPLETION  
BEFORE PROMOTION**

Successful Summer School Completion Before Promotion (Z) - The summer grade level is equal to the current grade level. The student must be entered into the summer file in ISIS and the Grade Promotion Status must be changed to **Z**.

**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.

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