

## MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **END OF YEAR PROCESSING PROCEDURES FOR 2005- ELEMENTARY**

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 Systems.

### **IMPORTANT GRADE REPORTING DATES:**

5/27/05 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.

Schools request the Grade Promotion Verification Report to verify the grade promotion status for current students. ITS begins printing the fourth grading period bubble forms. Schools will be notified by ITS when the forms are ready. When assigning grades for the fourth grading period, teachers in grades 1 - 5/6 must bubble a final grade in addition to the fourth grading period grade. Kindergarten teachers will bubble **ONLY** the final grade for each subject listed. School should refer to the e-mail sent on May 3, 2005, subject "KG Report Card - Final Grades" for detailed information.

**NOTE:** Schools will not receive report cards for kindergarten students. Schools will distribute the manual student progress report.

6/03/05 Fourth grading period bubble sheets due at ITS.

6/10/05 Fourth grading period bubble sheet for School Improvement Zone schools due at ITS

All updating of the future grade level and administratively placed promotion status codes must be completed prior to the return of the bubble sheets in order for the appropriate statement to be printed on the final report card.

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