

REVISED DATES

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **Elementary - Grading Period 4 (041)**

Elementary schools are reminded that the following steps below must be completed prior to the return of the grade reporting bubble sheets on June 3, 2005.

- Final Grades - Elementary schools **must** bubble a final grade in addition to the grading period grades. ITS will **not** programmatically calculate the final grade.
- Kindergarten Grades – Elementary schools will receive bubble sheets for the kindergarten students. Teachers must bubble **only a final grade**. After grades are assigned and the bubble sheets are returned to ITS (06/03/05), schools **will not** receive the report cards and other reports for kindergarten students. For parental notification, the school will distribute the manual Kindergarten Student Progress Report.

If there are questions regarding this process, please call Support Services at 305-995-3705.