

MEMORANDUM

TO: Senior High Schools
FROM: Information Technology Services (ITS)

SUBJECT: TWELFTH GRADE STUDENT FILE UPDATE

On Wednesday, July, 27, 2005, ITS will update the 12th grade student file with the Withdrawal Code information. The Graduation Type Code is used in determining the Withdrawal Code to be placed on the student record and to place the appropriate notation on the students' transcripts (example: Superintendent's Diplomas of Distinction, etc.). To process students with the correct withdrawal information, a Graduation Type Code for students earning specific diploma/completion options must be entered prior to July 27, 2005. No action is necessary for students earning only a Standard Diploma with no special connotation.

Students who meet the graduation test requirement through the concordant ACT or SAT scores must be entered as CPT Eligible-Certificate of Completion students (graduation type X, withdrawal code W8A). A withdrawal code of a WFT will be entered by the District if the student has been withdrawn with a W8A code. After school ends in June, schools must submit the appropriate documents as per the memorandum regarding the concordant scores.

Instructions for updating the Graduation Type Codes were sent in an e-mail, "ISIS Graduation Type Code Update," on May 18, 2005. Listed below are the Graduation Type Codes and the corresponding Withdrawal Code information that will be placed on the students' records:

Graduation Type Code	Withdrawal Code
Blank (No Code)	W06
I, F, B, U, E, D, L, R,T, V, A, OR M	W06
S	W07
C	W08
P	W09
G	W10
W	WFW
H (Must also have Accelerated Graduation Option A)	W6A
K (Must also have Accelerated Graduation Option B)	W6B
J (Must also have Accelerated Graduation Option A)	WFA
N (Must also have Accelerated Graduation Option B)	WFB
X	W8A

The definitions for the Graduation Type and Withdrawal Codes are available from the Help Menu (PA2; PF11, and PF15).

The following action will be taken by ITS

1. Active Grade 12 students in summer school (05S) with no future school designation will be inactivated with a Withdrawal Code that will be determined by the Graduation Type Code.
2. Active Grade 12 students in summer school (05S) that have a future school designation will be made active in current school.

3. Summer students, who have been inactivated by the school by July 27, 2005, will be bypassed with the withdrawal code and date assigned by the schools.

The following action should be taken by the schools by 5:00 p.m. July 27

1. Summer students in grade 12 (05S) who are returning for the fall (051), but are not scheduled, should be entered as future students and scheduled.
2. Summer students in grade 12 (05S) who are not returning and do not meet the requirements for any type of diploma or completion option should be withdrawn with the appropriate withdrawal code and date..

If you have questions regarding graduation policy and procedures, please call the Division of Student/Career Services at 305-995-7302. If you have any questions regarding this process, please call Support Services at 305-995-3705.