

MEMORANDUM

TO: All Middle School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **MIDDLE SCHOOL COURSE RECOVERY CREDIT**

Schools are reminded that the courses used for middle school course recovery must have a semester term indicator. As the courses used reflect an annual course on the Curriculum Bulletin, it is necessary for schools to change the term indicator to a 1 for a semester 1 course and a 2 for a semester 2 course. This must be done prior to the end of the semester in order for the final grade to be programmatically generated. In addition, failure to change the term indicator will result in a duplicate period when adding another course to the student's schedule upon completion of the recovery course.

In order to accommodate the fact that the recovery courses are taken for a semester, but satisfy the annual course requirement, the following measure has been taken. The FASTER System was modified to report any course where the 8th and 9th positions of the subject code are "RL", "RM", or "RC", as an annual course on Permanent Record Document and Transcripts.

If you have any questions regarding this memo or need assistance with changing the term indicators, please call Support Services at 305-995-3705.