

TO: Senior High Principals
FROM: Information Technology Services (ITS)
SUBJECT: **DEADLINE FOR FINAL RANK IN CLASS**

The official Rank in Class, as provided for in Board Rule 6GX13-5B-1.061, must be requested by all senior high schools before 5:00 p.m. on February 1, 2006, for a final ranking. The Grade Point Average (GPA) that is calculated at this time will appear on all future transcripts requested. Any requests for re-ranking after February 1 must be submitted in writing by the principal to Ms. Deborah Montilla, Administrative Director, Division of Student/Career Services, with justification for a re-rank. Therefore, it is urgent that any corrections to student records are completed and a new Rank in Class be requested by 5:00 p.m. on February 1, 2006.

*******IMPORTANT*******

- Processing will begin for the Talented 20 Program on February 2, 2006. Failure to have all updates completed may result in students not meeting the eligibility requirements.
- Students selecting one of the 18 credit graduation options must be coded in ISIS to be included in the Final Rank in Class.
- Schools that **do not** request a Final Rank in Class by February 1 **will not** have the correct GPA appear on the students' transcripts. Individual students whose GPA is missing or incorrect at the time of the Final GPA run can be updated using the GPA/Class Rank Update screen in the Course Transfer and Credit System in ISIS.

If an official Rank in Class has already been run for this school year and the results are satisfactory, schools do not have to request a new official Rank in Class. The last Official Rank processed, regardless of the date, will be considered the official final.

NOTE: Information Technology Services **will not** process any official Class Ranks automatically. The Class Rank and GPA must be requested by the school.

Questions regarding policy should be directed to Ms. Sylvia Godoy, Staff Specialist, Division of Student/Career Services, at 305-995-7302. Questions regarding data entry or report requests should be directed to Support Services at 305-995-3705.