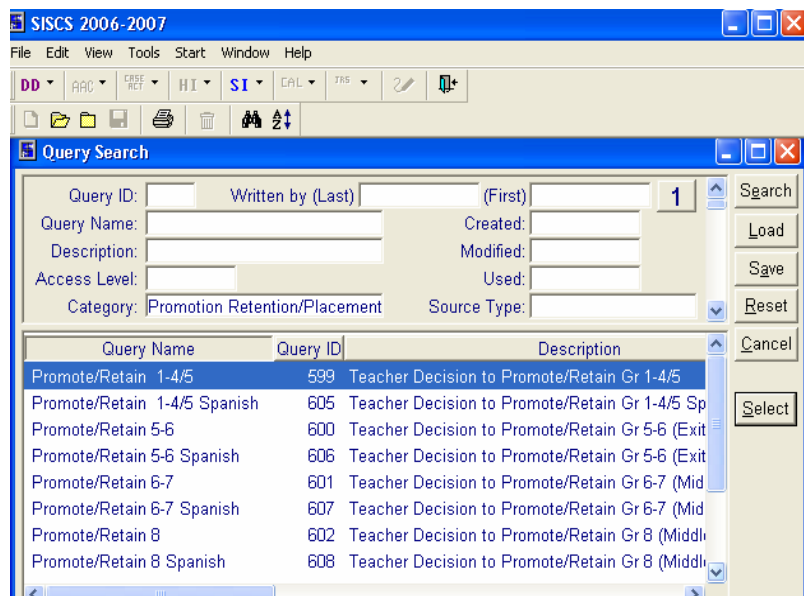


Decision to Retain or Promote: Electronic Form

Here are the instructions to access Decision to Retain or Promote forms electronically:

1. Log on to the District's SISCS menu.
2. Select "Reports."
3. Select "Query."
4. Select "Category." In the drop-down menu, you will find a list of available queries. Select "Retention/Promotion/Placement," then press "Search."
5. All the options available for Retention/Promotion/Placement forms will appear in the main text box. You may now choose from the following documents:

- 1-4/5
- 1-4/5 Spanish
- 5/6 (exiting)
- 5/6 (exiting) Spanish
- 6-7
- 6-7 Spanish
- 8
- 8 Spanish
- Information for the Parent/Guardian (also available in Spanish)



6. Choose the desired Retention/Promotion/Placement query, either by double-clicking on it, or by highlighting the selected query, then pressing the "Select" button. A new screen will appear; press "Execute."
7. A new window will now open, with prompts for entering the Student ID, grade level, or section number. After entering the data, press "OK." The next screen will show the selected student's customized Learning Contract, with all his/her assessment data included. **Scores that are viewable are for the most recent test taken. Due to the lag time between spring testing windows and uploading scores into the district database, all scores may not be available electronically. Scores that are unavailable electronically must be entered manually in the appropriate boxes.**
8. To print the Learning Contract, go to the File menu in the toolbar and select "Print."

Additional Placement Guidelines Support Materials

Directions for teachers to complete the Decision to Retain or Promote form, and information for parents/guardians (in English and in Spanish) are available from the Standards, Assessment, and Accountability (SAA) Division website at <http://studata.sandi.net/Assessment/Placement/index.asp>.

Further Information

Guidelines for accessing and using the Student Information System Client/Server (SISC/S) can be found at <http://studata.sandi.net/research/siscs/index.asp>.