

**Information
Technology
Services**

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Forgiveness/Replacement Procedures

June 2019

Table of Contents

Forgiveness / Replacement Policy 1

Getting Started 2

Forgiveness Program Update 4

Student Record / Subjects Screen..... 6

Forgiveness Program Audit Trail Screen..... 8

Whom to Contact for Assistance..... 11

Forgiveness / Replacement Procedures

Forgiveness / Replacement Policy

The forgiveness / replacement policy is included in the Student Progression Plan, which is School Board Policy #5410. It provides for forgiveness / replacement of courses receiving a final grade of “D” or “F” for secondary schools.

The policy as stated in the Student Progression Plan follows:

Grade Forgiveness Policy for Secondary Grades/Attendance and Grading

In grades 6-12, teachers may override the final grade of a semester or an annual course on the electronic gradebook, thus overriding the computation of the grade point average. The grade forgiveness policy is addressed in [Florida Statutes § 1003.4282\(5\)](#).

Grade Forgiveness in Grades 9-12: For students in grades 9-12, the forgiveness policy for required courses is limited to replacing a grade of “D” or “F” with a grade of “C” or higher earned subsequently in the same or comparable course. The forgiveness policy for elective courses is limited to replacing a grade of “D” or “F” with a grade of “C” or higher earned subsequently in another course. In either situation, when a student attempts forgiveness for a grade, only the new grade will be used to compute the student’s GPA, but the lower grade will remain on the student’s transcript and in the student’s permanent record. Any course not replaced according to this policy shall be included in the calculation of the cumulative grade point average required for graduation.

Grade Forgiveness in Middle Grades: The only exception to these forgiveness policies shall be made for a student in the middle grades who takes a high school course for high school credit and earns a grade of “C,” “D,” or “F.” In such case, the forgiveness policy must allow the replacement of the grade with a grade of “C” or higher, earned subsequently in the same course or comparable course. [\[Florida Statutes § 1003.4282\(5\)\]](#)

The computerized procedure for complying with this board rule was implemented in the summer of 1986. The following pages provide detailed instructions for schools to record and audit those courses that qualify for forgiveness / replacement.

Forgiveness / Replacement Procedures

The Forgiveness Program application is used to designate forgiven and replacement classes. A forgiven class is a course for which a student received a final grade of D or F. The School District has authorized D's and F's to be replaced with a subsequent equivalent and approved course for which a higher final grade was received, for the purpose of calculating grade point average. *[Both courses must be the same duration: i.e., annual or semester.]*

The Forgiveness Program update screen, is displayed when selection D is made on the Academic Information Menu in DSIS. *[The screen will also be displayed when the PF19 key is pressed from the Student Record / Subjects screen.]*

Note: This application is available only to users with the proper security authorization. The school principal grants access to the school personnel.

Getting Started

Log into the DSIS application. The **Integrated Student Information System** main menu screen will be displayed.

```
ISIS-11-G6LH                                06/07/19 10.57.30
MIAMI - DADE COUNTY PUBLIC SCHOOLS
INTEGRATED STUDENT INFORMATION SYSTEM
SCHOOL NUMBER .. 0000

THE FOLLOWING FUNCTIONS ARE AVAILABLE -
  1. STUDENT DATA BASE SYSTEM
  2. DAILY ATTENDANCE
  3. SCHOOL INFORMATION
  4. COURSE INFO / MASTER SCHEDULE
  5. ONLINE REPORT REQUEST SYSTEM
  6. DECO - D.O.E. CORRECTION SYSTEM

ENTER SELECTION NUMBER .. 1 OPERATOR INITIALS .. MIS

SHARED SCHOOL ACTIVITY, KEY 'Y' .. -
SUMMER SCHOOL ACTIVITY, KEY 'Y' .. -
FUTURE SCHOOL ACTIVITY, KEY 'Y' .. -
SECOND SHIFT ACTIVITY, KEY 'Y' .. -
HELP WITH CODES = PA2 KEY
MB 01A                                LDDAG6LH 23/043
```

- ▼ Type 1 for **Student Data Base System**
- ▼ Press Enter

The **Applications Menu** screen will be displayed.

Forgiveness / Replacement Procedures

On the **Applications Menu**,

```
SI01-11-G6LH                                06/07/19  11.02.18
STUDENT DATA BASE SYSTEM
APPLICATIONS MENU

REGION CENTER .. 1
SCHOOL NUMBER .. 0000
HIALEAH GARDENS SENIOR

1. STUDENT INFORMATION MENU
2. ACADEMIC INFORMATION MENU
3. STUDENT TESTING MENU
A. ATHLETIC INFORMATION MENU

ENTER SELECTION NUMBER 2
```

MB 01A LDDAG6LH 19/052

▼ Type **2** for **Academic Information Menu**

▼ Press **Enter**

The **Academic Information Menu** screen will be displayed.

```
AS19-13-G6LH                                06/07/19  11.06.53
STUDENT DATA BASE SYSTEM
ACADEMIC INFORMATION MENU

SCHOOL NUMBER 0000
HIALEAH GARDENS SENIOR

1. ACADEMIC GRADE ADJUSTMENTS
2. MASS STUDENT SCHEDULING
3. CLASS CHANGES
4. CLASS ADDS
5. GRADE PROMOTION STATUS
6. MASS CLASS ADDS FOR SUMMER
7. TRANSITIONAL STUDENT
8. MASS ELEMENTARY PROGRAMS

A. DISPLAY/UPDATE STUDENT SUBJECTS
B. PRINT STUDENT SUBJECTS
C. PRINT STUDENT GRADE REPORTS
D. FORGIVENESS PROGRAM UPDATE
E. FORGIVENESS PROGRAM AUDIT
F. MISCELLANEOUS ACADEMIC INFO
G. ISIS/TRACE/VACS STUDENT RECORD/SUBJ

J. VACS CREDITS TRANSFERRED
K. SCHOOL-TO-CAREER INITIATIVES

ENTER SELECTION NUMBER D
```

MB 01A LDDAG6LH 22/055

▼ Type **D** for **Forgiveness Program Update**

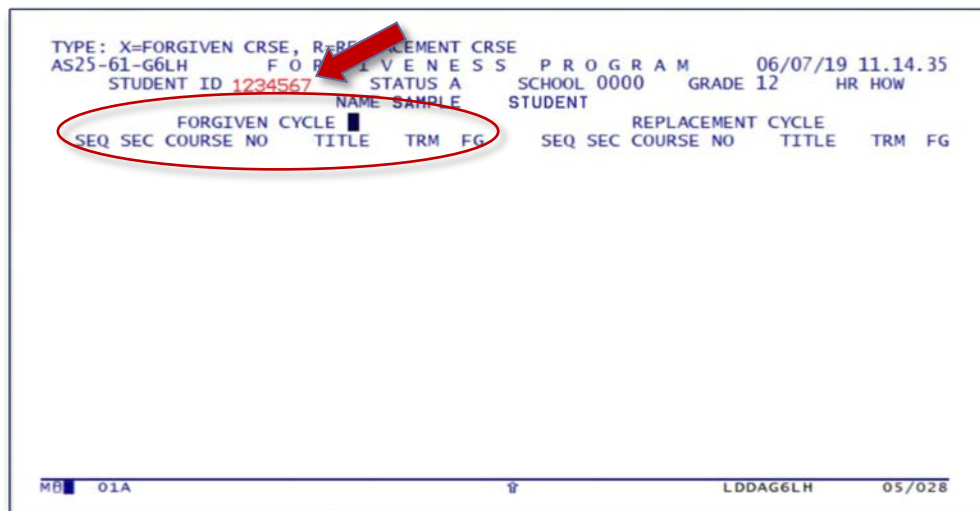
▼ Press **Enter**

The **Forgiveness Program** screen will be displayed. The screen will also be displayed when the **PF19** key is pressed from the **Student Record/Subjects** screen.

Forgiveness / Replacement Procedures

Forgiveness Program Update

On the **Forgiveness Program** screen,

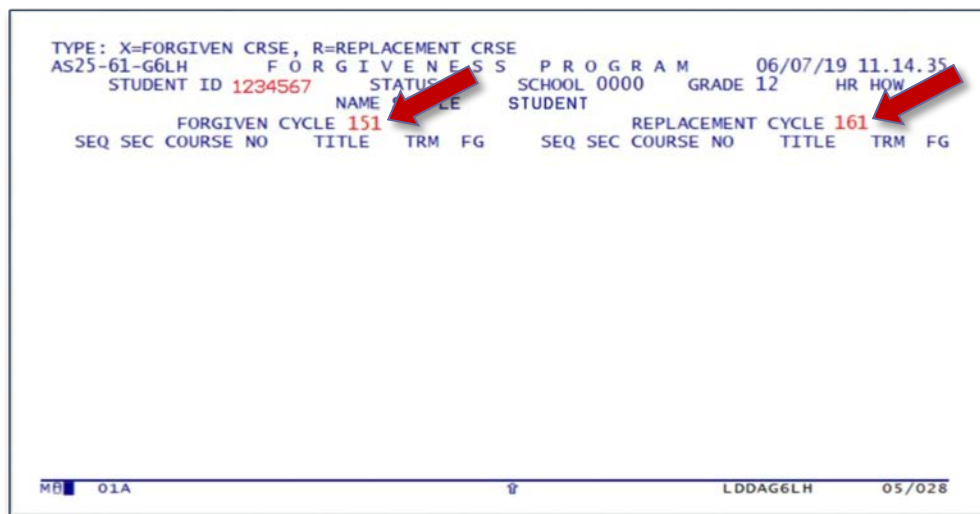


```
TYPE: X=FORGIVEN CRSE, R=REPLACEMENT CRSE
AS25-61-G6LH  F O R G I V E N E S S  P R O G R A M      06/07/19 11.14.35
STUDENT ID 1234567  STATUS A      SCHOOL 0000  GRADE 12  HR HOW
NAME SAMPLE      STUDENT
FORGIVEN CYCLE █      REPLACEMENT CYCLE
SEQ SEC COURSE NO  TITLE  TRM  FG      SEQ SEC COURSE NO  TITLE  TRM  FG

MB 01A      LDDAG6LH      05/028
```

- ▼ **Type** student ID number
- ▼ **Press** **Enter**

Information about the student will be displayed. The cursor will be positioned after **Forgiven Cycle**.



```
TYPE: X=FORGIVEN CRSE, R=REPLACEMENT CRSE
AS25-61-G6LH  F O R G I V E N E S S  P R O G R A M      06/07/19 11.14.35
STUDENT ID 1234567  STATUS A      SCHOOL 0000  GRADE 12  HR HOW
NAME SAMPLE      STUDENT
FORGIVEN CYCLE 151      REPLACEMENT CYCLE 161
SEQ SEC COURSE NO  TITLE  TRM  FG      SEQ SEC COURSE NO  TITLE  TRM  FG

MB 01A      LDDAG6LH      05/028
```

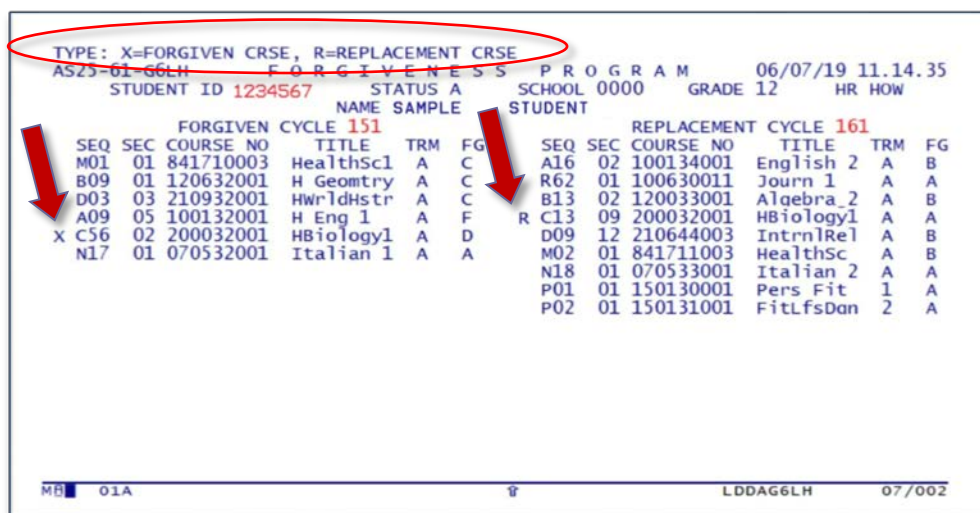
- ▼ **Type** cycle containing the course to be forgiven
- ▼ **Type** cycle containing the replacement course
- ▼ **Press** **Enter**

The course records for both cycles will be displayed.

Forgiveness / Replacement Procedures

Forgiveness will be permitted for cycle records that have eligible classes (example, they both contain a course meeting the requirements for “forgiveness” and “replacement”). If no eligible classes are on file, the message **A824-NO CLASSES ELIGIBLE** will be displayed at the top of the screen. Classes previously designated as “forgiven” or as a “replacement” will be indicated by **X / R** and are ineligible to be used for forgiveness/replacement.

When both cycles have eligible classes for forgiveness/replacement, the message **TYPE: X=FORGIVEN CRSE, R=REPLACEMENT CRSE** will be displayed at the top of the screen. The cursor will be positioned to the left of the first course eligible for forgiveness.



```
TYPE: X=FORGIVEN CRSE, R=REPLACEMENT CRSE
AS25-01-66LH  F O R G I V E N E S S  P R O G R A M 06/07/19 11.14.35
STUDENT ID 1234567 STATUS A SCHOOL 0000 GRADE 12 HR HOW
NAME SAMPLE STUDENT
FORGIVEN CYCLE 151 REPLACEMENT CYCLE 161
SEQ SEC COURSE NO TITLE TRM FG SEQ SEC COURSE NO TITLE TRM FG
M01 01 841710003 HealthSc1 A C A16 02 100134001 English 2 A B
B09 01 120632001 H Geomtry A C R62 01 100630011 Journ 1 A A
D03 03 210932001 HwrldHstr A C B13 02 120033001 Algebra 2 A B
A09 05 100132001 H Eng 1 A F R C13 09 200032001 Hbiology1 A A
X C56 02 200032001 Hbiology1 A D D09 12 210644003 IntrnlRel A B
N17 01 070532001 Italian 1 A A M02 01 841711003 HealthSc A B
N18 01 070533001 Italian 2 A A
P01 01 150130001 Pers Fit 1 A
P02 01 150131001 FitLfsDan 2 A
MB 01A LDDAG6LH 07/002
```

- ▼ **Tab** to move the cursor to the eligible course to be forgiven
- ▼ **Type** **X** next to the course

The cursor will automatically be positioned to the left of an eligible course sequence (**SEQ**), under the replacement cycle.

- ▼ **Tab** to move the cursor to the eligible course which is to replace the forgiven course
- ▼ **Type** **R**
- ▼ **Press** **Enter**

When the forgiveness designator (**x**) and the replacement designator (**R**) have been entered correctly, the message **Update Complete** will be displayed at the top of the screen.

If an item was typed incorrectly or is invalid, an appropriate message will be displayed at the top of the screen. The fields in error will be bright and the cursor will be positioned at the field requiring correction.

Only one “forgiven” course and one corresponding “replacement” course can be designated on the screen at one time. (To forgive another course for the same student, **press PF12** and repeat the process beginning on page 5.)

Forgiveness / Replacement Procedures

To clear the screen and enter another student ID number,

- ▼ Press PF12

To return to the **Academic Information Menu**,

- ▼ Press Clear

Student Record / Subjects Screen

After the forgiveness / replacement process has been successfully completed, the forgiven class will be designated with an **X** and the replacement class will be designated with an **R**. The codes will appear on the **Student Record / Subjects** screen, to the left of the course **SEQ**.

To display the **Student Record / Subjects** screen,

- ▼ Press PF1

The **Student Record / Subjects** screen will display.

```
A571 - TRACE INFO
AS14-31-G6LH S T U D E N T R E C O R D / S U B J E C T S 06/12/19 14.24.01
STUDENT ID 1234567 SCHOOL 7191 GRADE 09 HR PAG PRO ST P SCHL CD
NAME SAMPLE STUDENT SEX F O-PHASE ADD SCHL CD
BIRTHDATE 08/23/01
LAST SUB UPDT 05/11/17 RECORD UPDT 05/23/19 LAST GRD UPDT 05/11/17
PROVISIONAL STUDENT
REPORTING CYCLE 151 GRADING PERIOD
CYCLE TOTAL ABSENCES 005 CYCLE TOTAL TARDIES 000
TERM 1 TEAM NUMBER TERM 2
GRADE 09 HR PAG GRADE HR
SCHL SEQ/SEC CRS NUM VOC VOC PGM TRM TITLE SP EP ROOM TEACHER 1234 G T
7191 M01 01 841710003 8417000 A HealthSc1 01 2206 PAGE DADB C
7191 D03 03 210932001 A HwrldHstr 02 3404 Gutierr DCCR C
7191 X C56 02 200032001 A Hbiology1 03 2216 DE LA C FC D
7191 B09 01 120632001 A H Geomtry 04 3304 VELANDI CBCC C
7191 N17 01 070532001 A Italian 1 05 3408 CABRERA AAAB A
7191 X A09 05 100132001 A H Eng 1 06 3406 Louis FCDF F

** KEY DESIRED GRADING PER
MH 01A LDDAG6LH 03/014
```

- ▼ Type the student ID#
- ▼ Type the reporting cycle number
- ▼ Press Enter

The forgiven class will be designated with an **x**.

Forgiveness / Replacement Procedures

To view the Replacement class,

```
A031 - STUDENT IS INACTIVE          A571 - STUDENT HAS TRACE INFO - 16S
AS14-31-G6LH  S T U D E N T R E C O R D / S U B J E C T S 07/02/19 11.40.02
STUDENT ID 1234568 SCHOOL 7191 GRADE 10 HR CID PRO ST P SCHL CD
NAME PAOLA VILAR SEX F O-PHASE ADD SCHL CD
BIRTHDATE 08/23/01
LAST SUB UPDT 08/30/16 RECORD LAST 06/09/17 LAST GRD UPDT 00/00/00
PROVISIONAL STUDENT
REPORTING CYCLE 161 GRADING PERIOD
CYCLE TOTAL ABSENCES 008 CYCLE TOTAL TARDIES 000
TERM 1 TEAM NUMBER TERM 2
GRADE 10 HR CID GRADE HR
SCHL SEQ/SEC CRS NUM VOC SUB VOC PGM TRM TITLE SP EP ROOM TEACHER 1234 F
7191 P01 01 150130001 1 Pers Fit 01 7125 CID BA A
7191 P02 01 150131001 2 FitLfsDgn 01 7125 CID AA A
7191 D09 12 210644003 A IntrnlRel 02 3128 TYLER AB BB B
7191 A16 02 100134001 A English 2 03 3330 BARRION BC BA B
7191 B13 02 120033001 A Algebra 2 04 3205 Cruz BB BB B
7191 M02 01 841711003 8417000 A HealthSc 05 2218 OSBORNE BB BB B
7191 R62 01 100630011 A Journ 1 06 1113 PEREZ AB AA A
7191 N18 01 070533001 A Italian 2 07 3408 CABRERA BB AA A
7191 R C13 09 200032001 A HBiology 1 08 3327 CASAS CC CC A
** KEY DESIRED GRADING PER
MB 01A LDDAG6LH 24/080
```

- ▼ **Type** the student ID#
- ▼ **Type** the reporting cycle number
- ▼ **Press** **Enter**

The replacement class will be designated with and R.

Forgiveness / Replacement Procedures

Forgiveness Program Audit Trail Screen

The **Forgiveness Program Audit Trail** screen, is accessed when selection **E** is made on the **Academic Information Menu**. This screen is used to display all of the forgiven and replacement classes on a specified student's record and to change a previously made forgiveness / replacement transaction.

A forgiven/replacement class can only be reversed by using the **Forgiveness Program Audit** screen.

On the **Academic Information Menu** screen,

AS19-13-G6LH 06/07/19 11.06.53
STUDENT DATA BASE SYSTEM
ACADEMIC INFORMATION MENU
SCHOOL NUMBER 0000
HIALEAH GARDENS SENIOR

1. ACADEMIC GRADE ADJUSTMENTS	A. DISPLAY/UPDATE STUDENT SUBJECTS
2. MASS STUDENT SCHEDULING	B. PRINT STUDENT SUBJECTS
3. CLASS CHANGES	C. PRINT STUDENT GRADE REPORTS
4. CLASS ADDS	D. FORGIVENESS PROGRAM UPDATE
5. GRADE PROMOTION STATUS	E. FORGIVENESS PROGRAM AUDIT
6. MASS CLASS ADDS FOR SUMMER	F. MISCELLANEOUS ACADEMIC INFO
7. TRANSITIONAL STUDENT	G. ISIS/TRACE/VACS STUDENT RECORD/SUBJ
8. MASS ELEMENTARY PROGRAMS	
	J. VACS CREDITS TRANSFERRED
	K. SCHOOL-TO-CAREER INITIATIVES

ENTER SELECTION NUMBER E ←

MR 01A LDDAG6LH 22/055

- ▼ Type **E** for **Forgiveness Program Audit**
- ▼ Press **Enter**

The **Forgiveness Program Audit Trail** screen will be displayed.

Forgiveness / Replacement Procedures

On the **Forgiveness Program Audit Trail** screen,

```
AS26-62-G6LH      FORGIVENESS PROGRAM      06/14/19 14.57.53
                    A U D I T   T R A I L
STUDENT ID █      STATUS      CURRENT SCHOOL      GRADE      HR
                    NAME
REC ***          FORGIVEN          ***  ***  REPLACEMENT  ***
STA SCHL  CYCLE COURSE  TITLE  TRM FG  SCHL  CYCLE COURSE  TITLE  TRM FG
MB  O1A                                               LDDAG6LH      06/013
```

- ▼ **Type** the student ID
- ▼ **Press** **Enter**

Information about the student will be displayed.

If the student does not have any forgiveness audit information, an appropriate message will be displayed at the top of the screen, **A500 – NO INFO ON FILE FOR THIS STUDENT.**

When there are more than 10 forgiven / replacement records for the student, the message **Press the Enter key to view more records for the student** will be displayed. To page back, press **PA2**.

To change a class previously designated as forgiven/replaced,

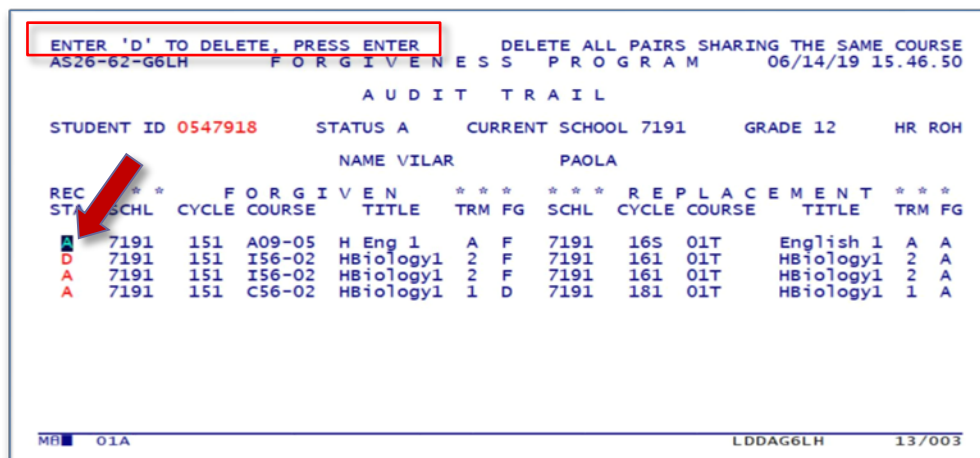
```
AS26-62-G6LH      FORGIVENESS PROGRAM      06/14/19 14.56.01
                    A U D I T   T R A I L
STUDENT ID 1234567  STATUS A      CURRENT SCHOOL 0000      GRADE 12      HR ROH
                    NAME SAMPLE      STUDENT
REC ***          FORGIVEN          ***  ***  REPLACEMENT  ***
STA SCHL  CYCLE COURSE  TITLE  TRM FG  SCHL  CYCLE COURSE  TITLE  TRM FG
A  0000  151  A09-05  H Eng 1  A  F  0000  16S  01T  English 1  A  A
D  0000  151  I56-02  HBiology1  2  F  0000  161  01T  HBiology1  2  A
A  0000  151  I56-02  HBiology1  2  F  0000  161  01T  HBiology1  2  A
A  0000  151  C56-02  HBiology1  1  D  0000  181  01T  HBiology1  1  A
MB  O1A                                               LDDAG6LH      24/080
```

- ▼ **Press** **PF13** to release the cursor (this puts the screen in change mode)

Forgiveness / Replacement Procedures

The cursor will be positioned on the first line under the **REC STA** (Record Status) column with a status code of **A**. This indicates that the displayed forgiveness pair of courses has an active status (one course has been forgiven and replaced by the other.)

The message **Enter "D" To Delete, Press Enter** will be displayed at the top of the screen.



```
AS26-62-G6LH          DELETED ALL PAIRS SHARING THE SAME COURSE
FORGIVENESS PROGRAM          06/14/19 15.46.50

          A U D I T   T R A I L

STUDENT ID 0547918      STATUS A      CURRENT SCHOOL 7191      GRADE 12      HR ROH
          N A M E V I L A R          P A O L A

REC STA  **  F O R G I V E N  ***  ***  R E P L A C E M E N T  ***
SCHL  CYCLE  COURSE  TITLE  TRM  FG  SCHL  CYCLE  COURSE  TITLE  TRM  FG
A  7191  151  A09-05  H Eng 1  A  F  7191  165  01T  English 1  A  A
D  7191  151  I56-02  HBiology1  2  F  7191  161  01T  HBiology1  2  A
A  7191  151  I56-02  HBiology1  2  F  7191  161  01T  HBiology1  2  A
A  7191  151  C56-02  HBiology1  1  D  7191  181  01T  HBiology1  1  A

MB 01A          LDDAG6LH          13/003
```

- ▼ **Tab** to the line that needs to be deleted (unforgiven)
- ▼ **Type** **D**
- ▼ **Press** **Enter**

The message **Update Complete** will be displayed at the top of the screen.

If the status code has been typed incorrectly or is invalid, an appropriate message will be displayed at the top of the screen, the field will be highlighted, and the cursor will be positioned at the field requiring correction.

The **X / R** will be removed from the respective classes and cycles in the **Student Record/Subjects** screen (**PF1**).

To clear the screen and display/update forgiveness audit information for another student,

- ▼ **Press** **PF12** and follow the procedure beginning on page 10

To return to the Academic Information Menu screen,

- ▼ **Press** **Clear**

To return to the DSIS main menu,

- Press** **PF10**

Whom to Contact for Assistance

If you need further assistance after reading the instructions in this User Guide, complete a **Self Service** incident at <http://selfservice.dadeschools.net>.

