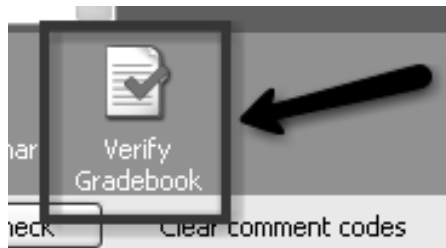


Quick Reference Guide Leave of Absence

Leave of Absence



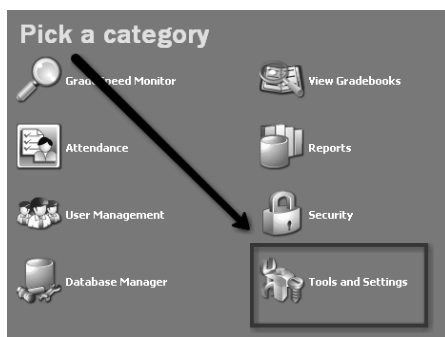
DO NOT remove the teacher control number or the teacher's name from the Student Region 20 System

End of Grading Cycle

1. Campus Administration decides if teacher's grades will be used for official reporting. If used, teacher must **Verify Gradebook** prior to leaving.
2. Data Clerk will create a **New Teacher Control Number** for New Teacher and Assign students to New Teacher **After** Report Cards are printed.

Middle of Grading Cycle

1. Campus Administration decides if leaving teacher's grades are given to New Teacher.
2. Data Clerk will assign New Teacher Control Number to New Teacher.
3. Courses, sections, and students will be assigned to New Teacher's control number.



Granting Access to the Gradebook

1. Provide teacher with Form E30-A, Gradebook Reassignment Document to complete
2. Once logged in to GATS, click Tools and Settings.
3. Click Clear Teacher Password
4. Select Teacher and Clear

