Montessori End Of Year Student Promotional System (SPS) Process  
Elementary Grade 4  
(note: Montessori Grade 8 will follow the regular SPS process)

OVERVIEW:

After posting TRI 3 and Final Marks in Infinite Campus, 4th grade Montessori teachers complete the SPS Student Report by marking the 3 SPS Statements on each core content course.  
There are 3 SPS Statements on each of the Montessori core content courses. 
The SPS statements are:  
SPS1: Met promotional criteria based on classroom assessments based on standards  
SPS2: Met promotional criteria based on state’s standardized assessment  
SPS3: Met promotional criteria based on teacher recommendation  
The SPS Report is done AFTER report cards are complete. It is required by state statute and MPS Board Policy. It is highly recommended 4th and 8th grade teachers watch the companion video to this document.

SPS PROCESS:  
Index > Post Grades  
Section: Choose a core content course  
Term: Final  
Task: SPS1, SPS2 and/or SPS3  
Under Grade choose: Yes / No  
The Fill Percent, Grade, Comment function is available.

4th Grade Students must meet one of three criteria in order to be promoted

SPS1: Met promotional criteria based on classroom assessments based on standards: 50% or more of course standards
SPS2: Met promotional criteria based on state’s standardized assessment
SPS3: Met promotional criteria based on teacher recommendation

SPS1  
If YES, nothing else needed  
If NO, go to SPS2

SPS2  
If YES, nothing else needed  
If NO, go to SPS3

SPS3 Choose Yes/No

A student “fails” a content area if they do not get a PA, MA or EX on at least 50% or more of the Parent standards of that content area in the FINAL (F) column, OF THE STANDARDS ADDRESSED.
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**Elementary Grade 4**

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<table>
<thead>
<tr>
<th><strong>SPS1:</strong> Met promotional criteria based on classroom assessments based on standards (note: Using the Grades Report can be helpful for this step)</th>
<th><strong>50% or more rule will apply</strong>—if a student earns a PA, MA or EX in 50% or more of the standards addressed, they are a Yes; less than 50% is a No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPS2:</strong> Met promotional criteria based on state’s standardized assessment</td>
<td>A student must earn Basic or above on the previous year’s state assessment AND current year STAR performance is above the 25th percentile in reading and the 40th percentile in math. Previous year state assessment data can be found in Infinite Campus &gt; Campus Tools &gt; Select Student &gt; Assessment tab. Look for previous year’s ELA and Math state assessment. BB is below basic, BA is basic, PR is proficient, and AD is advanced.</td>
</tr>
<tr>
<td><strong>SPS3:</strong> Met promotional criteria based on teacher recommendation</td>
<td>For students who need criteria 3: A teacher can provide recommendation for promotion in collaboration with a school-based team (BIT/Grade Level Team). Data points to consider: STAR growth, intervention progress, or performance on classroom formative assessments.</td>
</tr>
</tbody>
</table>

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#### Viewing the SPS Report and Promotional Status Report

To view SPS Reports on individual students use the Grades Tab exactly like viewing an Interim Report Card or a regular Report Card. (note: printing in batch is an office task)

PATH: Campus Tools > Search For a Student > Grades Tab > Choose a Report Card Format

Select SPS Student Report

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#### MPS- Promotion Status Report

This is a final report on standards

Campus Tools > Index . Grading & Standards > Reports > MPS-Promotion Status

Select the correct Calendar

Select the Grade: 4th
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MPS- Promotion Status Report
Cont..
Select ALL Students
Click view report
The report can be saved or printed.
This will generate a report that lists all the students and all their subjects based on what was entered for:

SPS1: Met promotional criteria based on classroom assessments
based on standards

Remember to follow the MPS Retention Protocol located on mConnect:
https://mconnect.milwaukee.k12.wi.us/MPS-Intranet/CAO/Resources/College--Career-Readiness/RtI-Academics/ResponseToInterventionRetentionProtocol2016.pdf. Be sure all appropriate retention letters are sent home and documented in the RtI Contact Log on Infinite Campus, more information can be found on our Intervention and Retention Notification Forms page on mConnect:
https://mconnect.milwaukee.k12.wi.us/MPS-Intranet/Departments/Academics/Forms/Promotion--Retention.htm

For further Campus assistance, visit the Infinite Campus MPS Resource room
http://bit.ly/MPSInfiniteCampus or call MPSSSC at 43(83400)