M E M O R A N D U M

November 20, 2002

SECOND NOTICE

TO: Mac School Principals (Please distribute to Mac School Contact)

FROM: Information Technology Services
                Office of Information Technology

SUBJECT: **CLASS CHANGES IN MAC SCHOOL AFTER GRADES APPLIED**

Schools who still use Mac School for scheduling after grades are applied are reminded that you must use the Mac School Grade Update Screen (PF22) in ISIS when students are transferred to your school.

The above procedure, as well as the procedure to add and delete classes in Mac School, was described in a memorandum sent on November 4, 2002, from Beverly Young, Supervisor, Support Services (BY#01-2002/03).

Keep in mind that misalignment of the bar cursor during the add and delete operation in Mac School will result in grades being applied to the wrong class.

Reminder: In Scheduler, pull down Edit to Preferences and verify the Show All District Items and Enhanced Edit Student Weekly are selected.

If you need a copy of this memorandum or have any questions, please call Support Services at 305-995-3705(0).