

## MEMORANDUM

August 12, 2002

TO: All Schools

FROM: Information Technology Services  
Office of Information Technology

SUBJECT: **ATTENDANCE RECORDS 2001-02**

All changes/corrections to the 2001-02 (Cycles 011, 012, 02S) attendance data must be completed by Tuesday, August 13. Additionally, Certification of Attendance must be completed in ISIS prior to 5:00 PM Wednesday, August 14, 2002.

On August 14, Information Technology Services (ITS) will adjust the attendance files as follows:

The 2001-02 attendance records (including Summer Session 02S) will be moved to the Historical Attendance File. Starting Monday, August 19, 2002, schools may view historical attendance information.

If there are questions regarding this process, please call Support Services at 305-995-3705(0).