

MEMORANDUM

October 9, 2002

TO: Selected Schools

FROM: Information Technology Services
Office of Information Technology

SUBJECT: **GRADE REPORTING FREEZE-EXTENDED SCHOOLS**

Schools with the extended school year are reminded that the deadline (freeze) for updating all First Grading Period information is 5:00 PM Friday, October 11, 2002. At that time, ITS will begin printing the First Grading Period Bubble Sheets. Any student or teacher change made after that time will **NOT** be reflected on the grade reporting sheets.

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