

## MEMORANDUM

August 9, 2002

TO: All Secondary Schools

FROM: Information Technology Services  
Office of Information Technology

SUBJECT: **FALL MATERIAL DEADLINE - 2002**

Schools must review and make all necessary schedule corrections and/or adjustments for the fall deadline of August 14, 2002.

Systems User Support will automatically request the following for schools on August 14:

- 1 Class Master Schedule List (by Course Sequence)
- 1 Class List
- 2 Sets of all Schedules; Office and Student copy (sequence for the student copy will be determined by homeroom settings. The office copy will be straight alpha)
- 2 Student Locators (straight alpha)
- 1 Teacher Workload

If the sequence above should be adjusted, schools must call Systems User Support at 305-995-3705(0),

Schools may request fall material earlier, if desired. If the school does request reports prior to August 14, 2002, they will receive the same number of copies described above.

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