M E M O R A N D U M

August 1, 2002

TO: All Schools

FROM: Information Technology Services
            Office of Information Technology

SUBJECT: **FALL PROCESSING TIME LINES - 2002-2003**

In order to prepare the files for the 2002-2003 school year, schools must be aware of the following time lines for processing student schedules and other related fall materials.

August 9   Postal Notification process begins. All transportation changes must be completed.

August 14-18   Online Report Request System inactive. Emergency reports can be ordered through the Systems User Support Center.

August 14   Elementary - all future entries, grade level and homeroom changes must be completed by 5:00 PM for the printing of opening of school products. This includes Student Data Cards and Student Attendance Transmittal Cards.

August 14   Information Technology Services (ITS) begins the Rollover Process at 5:00 PM.

August 14   Postal Cards mailed to students.

August 14   Secondary - the printing of all opening of school products begins. This includes Student Data Cards, Student Attendance Transmittal Cards, Student Schedules and other scheduling reports.

August 15 - 18 ISIS, VACS, SCM/SPAR and CATS Applications inactive for Rollover Processing.

August 19   Schools must sign on to Current for all fall processing.

August 26   2002-2003 school year begins.

All questions related to these dates should be directed to Support Services at 305-995-3705(0).