

MEMORANDUM

August 30, 2002

TO: All Elementary Schools

FROM: Information Technology Services
Office of Information Technology

SUBJECT: **PRELIMINARY SCHOOL PROFILE REPORTS**

This is to notify schools that the Preliminary School Profile Reports will be printed at Information Technology Services (ITS) beginning Friday, September 6, 2002, after No-Show students are inactivated in ISIS. Schools will be notified via e-mail when all schools' reports have been printed and are available for pick-up. **No reports will be mailed.**

Personnel requiring timely access to this report should notify the people who pick-up for your location that this report is coming and that you need it as soon as possible.

Instructions for updating ISIS are found in a booklet titled "Automated School Profile for Elementary Schools." This booklet is available online at:

<http://oit.dadeschools.net/nis/SchoolProfiles/index.htm>.

To verify updates made to your computer files, reruns of the Preliminary School Profile Report may be ordered from the Online Report Request System.

The Final School Profile report will be run on Friday, September 13, 2002.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0)