

## MEMORANDUM

August 9, 2002

TO: All Mac School Users **\*\* SECOND NOTICE \*\***

FROM: Information Technology Services  
Office of Information Technology

SUBJECT: **\*\* URGENT \*\* PRE-ROLLOVER PROCESSING - 021**

Schools are reminded to Validate Timetables and Rebuild Wait Lists and Rosters frequently during times of heavy processing. Run Daily Transactions "MAC & ISIS" at the end of each day so that the work you do in Mac School will be transferred to ISIS overnight.

Please request Discrepancy Reports by running Reports for Current and correct any errors before Wednesday, August 14, 2002. The last time for running Daily Transactions for Rollover is 3:00 PM Wednesday, August 14. Information Technology Services (ITS) will begin the Rollover Process at 5:00 PM on Wednesday. Do not attempt any Mac School Transfers (Daily Transactions or Reports for Current) until Monday, August 19, 2002.

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