

MEMORANDUM

September 11, 2002

TO: All Elementary Schools

FROM: Information Technology Services
Office of Information Technology

SUBJECT: **SCHOOL PROFILE ELEMENTARY**

As scheduled, the Final School Profile will be processed on Friday, September 13, 2002. In order to insure accurate results, schools must verify and update, if necessary, the following fields in ISIS prior to 5:00 PM, September 13.

Room Number
Grade or Program
Type of Space
Actual Class Count

Detailed information regarding data entry procedures may be found in the "Automated School Profile System for Elementary Schools" document. If this document cannot be located, it can be downloaded and printed from the following website:

<http://oit.dadeschools.net/nis/online.htm>

If there are data entry questions, schools should call the Systems User Support Center at 305-995-3705(0). Questions regarding School Profile policy should be directed to School Operations at 305-995-1198.