

MEMORANDUM

August 5, 2002

TO: All Senior Highs

FROM: Information Technology Services
Office of Information Technology

SUBJECT: **** URGENT ** SHARED STUDENT SCHEDULES**

On Friday, August 9, the Postal Notification process for the 2002-2003 school year will begin. As part of this process, Postal Notification/Room to Report Cards for shared students are printed based on the students' schedules. It is imperative that schools verify that the Shared School schedule and shift correctly coincide with the Home School schedule.

Schools should request a Student Locator for cycle 021 immediately for verification of the schedules; and a Student List for cycle 021 for identifying shared students.

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