

MEMORANDUM

February 19, 2003

TO: All Secondary Schools

FROM: Information Technology Services

SUBJECT: **2003-2004 (031) COURSE / MASTER FILE**

At this time, schools should be in the process of creating their Course Offering and Master Schedule for the 2003-2004 (031) school year. Schools are reminded that the option of having the 021 course or course and master schedule file copied for the 2003-2004 (031) school year is available. This process will copy all 021 course sequences and if desired, sections (teacher information), with the exception of the following:

Any course sequences that are currently designated with a course code that is unavailable for the 2003-2004 school year will not be copied. These course sequences and master schedule sections will appear as rejected transactions on the Transaction Change Report.

If schools elect to exercise this option, they should call the Systems User Support Center at 305-995-3705(0). Be prepared to answer the following questions when calling:

1. Have you entered your 031 course file? Before ITS can copy the 021 course file, the 031 file must be empty.
2. Do you want to copy just the course file or course and master? NOTE: Schools utilizing Mac School software **cannot** have the Master Schedule copied.
3. Do you want to copy annual courses and term 1 or **ALL** courses? (Annual, Term 1 and Term 2)

This process will produce reports showing the action taken. Schools should review these reports and make all necessary corrections for the 2003-2004 planned curriculum.

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