

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ATTENDANCE RECORDS 2002-03**

All changes/corrections to the 2002-03 (Cycles 021, 022, 03S) attendance data must be completed by Tuesday, August 12. Additionally, Certification of Attendance must be completed in ISIS prior to 5:00 P.M. Tuesday, August 12, 2003.

On August 12, Information Technology Services (ITS) will adjust the attendance files as follows:

The 2002-03 attendance records (including Summer Session 03S) will be moved to the Historical Attendance File. Starting Monday, August 18, 2003, schools may view historical attendance information.

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