

MEMORANDUM

November 20, 2003

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: *** **URGENT** *** **CLASS SIZE CORRECTIONS UPDATE**

The DECO Teacher Course Information screen will remain available until 5:00 p.m. today, Thursday, November 20, 2003, for correcting and /or entering previously omitted room numbers. The Room Number is the only field that will accept changes.

Questions regarding this process should be directed to Support Services at 305-995-3705(0).