

MEMORANDUM

TO: All Summer Elementary Schools

FROM: Information Technology Services

SUBJECT: **2003 SUMMER FILE PREPARATION - ELEMENTARY**

Information Technology Services will begin printing the Summer Attendance Transmittal Cards on Friday, **June 27, 2003**, for all students registered for summer. Each school open for summer will automatically receive one card per student in alpha/homeroom/grade sequence and 50 blank cards. If additional blank summer Attendance Transmittal Cards are necessary, schools should call Production Control at 305-995-3705(5).

If your school elects to use the Scantron for summer attendance, or if you require a second set of Summer Attendance Transmittal Cards, you must complete the 2003 Summer File Preparation – Elementary Survey. The survey is available at <http://surveys.dadeschools.net> and must be completed no later than **June 6, 2003**.

Scantron Cards and the optional second set of Summer Attendance Transmittal Cards will only be produced if schools respond to this survey.

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