

MEMORANDUM

June 26, 2003

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **2003 ELEMENTARY SUMMER CARD PRINT**

Information Technology Services will begin printing Summer Attendance Transmittal cards and Scantron cards (if applicable) ON Friday, June 27, for all students registered for summer for all open schools. Each school will receive one card per student (alpha/hr/grade) and 100 blanks.

Schools will be notified by e-mail when these materials are ready to be picked up.

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