M E M O R A N D U M

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY FALL CARD PRODUCTS - 2003**

Information Technology Services (ITS) will begin the printing of all fall card products on Wednesday, August 13, 2003, for all students registered for fall. Each school will automatically receive one Student Attendance Transmittal Card and two Student Data Cards in Alpha/Homeroom/Grade sequence.

If your school uses the Scantron for Attendance, you must complete the Elementary Fall Card Survey at http://surveys.dadeschools.net   no later than August 4, 2003. Scantron Cards will be produced only for schools that complete the survey.

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