

MEMORANDUM

August 25, 2003

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **PRELIMINARY SCHOOL PROFILE REPORTS/SCREEN AVAILABILITY**

Effective Monday, August 25, the ISIS screens for updating the school profile information are available. The Preliminary School Profile Reports and final school profile timelines will be printed at ITS beginning Friday, September 5, 2003, after No-Show students are inactivated in ISIS. Schools will be notified via e-mail when all schools' reports have been printed and are available for pick-up. **No reports will be mailed.**

Personnel requiring timely access to this report should notify the people who pick-up for your location that this report is coming and that you need it as soon as possible.

Instructions for updating ISIS are found in a booklet titled "Automated School Profile for Elementary Schools." This booklet is available online at:

<http://www.dadeschools.net/ehandbook/index.htm>

To verify updates made to your computer files, reruns of the Preliminary School Profile Report may be ordered from the Online Report Request System.

The Final School Profile report will be run on Friday, September 12, 2003. For additional School Profile information and timelines, schools should reference the memorandum sent on August 12, 2003, from Mr. F. Craig Sturgeon, Assistant Superintendent, Full Service Schools/Attendance Boundary Committee, subject 'SCHOOL PROFILE ONLINE DATA UPDATING.'

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