M E M O R A N D U M

September 11, 2003

TO: All Elementary Schools

FROM: Information Technology Services (OIT)

SUBJECT: **SCHOOL PROFILE ELEMENTARY**

As scheduled, the Final School Profile will be processed on Friday, September 12, 2003. In order to insure accurate results, schools must verify and update, if necessary, the following fields in ISIS prior to 5:00 PM, September 12:

> Room Number
> Grade or Program
> Type of Space
> Actual Class Count

Detailed information regarding data entry procedures may be found in the "Automated School Profile System for Elementary Schools" document. If this document cannot be located, it can be downloaded and printed from the following website:

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

If there are data entry questions, schools should call the Support Services at 305-995-3705(0). Questions regarding School Profile policy and procedures should be directed to Full Service Schools/Attendance Boundary Committee at 305-995-7626.