

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ESE STUDENT TRANSPORTATION – 2003**

To prepare the necessary ESE transportation files for the 2003-04 school year, ITS will produce and send to each school weekly transportation reports. The first report will be produced on Tuesday, May 27, 2003. These reports identify those students in ISIS who presently have an ESE transportation code of 1 – 9.

All updating of the ESE information must be completed by 5:00 P.M., July 31, 2003, in order for the Transportation Department to complete any transportation requirement.

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