

MEMORANDUM

January 6, 2004

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **EMPLOYEE DIRECTORY INFORMATION**

The superintendent has stressed to all locations the importance of updating and maintaining information regarding employees at each location. The accuracy of the M-DCPS Phone Directory in CICS and the Online Directories available from the M-DCPS homepage (<http://www.dadeschools.net>) are dependent upon the information on file.

Each principal or work site supervisor is responsible for ensuring that the directory data pertaining to their subordinates is accurately updated as changes are made. Detailed instructions for updating this information may be found in the OIT System Update Bulletin "M-DCPS Phone Directory System." If you are unable to locate this bulletin, it can be accessed and printed via the Internet at: <http://www.dadeschools.net/ehandbook/index.htm>. This bulletin is located under Phone Directory.

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