

MEMORANDUM

August 8, 2003

***** SECOND NOTICE *****

TO: All Schools
FROM: Information Technology Services (ITS)
SUBJECT: **FALL PROCESSING TIME LINES - 2003-2004**

In order to prepare the files for the 2003-2004 school year, schools must be aware of the following time lines for processing student schedules and other related fall materials.

- August 8 Postal Notification process begins. All transportation changes must be completed.
- August 13-17 Online Report Request System inactive. Emergency reports can be ordered through Production Control 305-995-3705(5).
- August 12 Elementary - all future entries, grade level and homeroom changes must be completed by 5:00 PM for the printing of opening of school products. This includes Student Data Cards and Student Attendance Transmittal Cards.
- August 12 Information Technology Services (ITS) begins the Rollover Process at 5:00 PM.
- August 13 Postal Cards mailed to students.
- August 13 Secondary - the printing of all opening of school products begins. This includes Student Data Cards, Student Attendance Transmittal Cards, Student Schedules and other scheduling reports.
- August 13 - 17 ISIS, VACS, SCM/SPAR and CATS Applications inactive for Rollover Processing.
- August 18 Schools must sign on to Current for all fall processing.
- August 25 2003-2004 school year begins.

All questions related to these dates should be directed to Support Services at 305-995-3705(0).