

MEMORANDUM

TO: Senior High Schools Utilizing Mainframe Scheduler
FROM: Information Technology Services (ITS)
SUBJECT: **FINAL PHASE III - 2003-2004**

The 2003 Legislature passed House Bill 30A that amended several laws related to high school graduation requirements. Beginning with the 2003-04 school year, students entering grades six through twelve will have the opportunity to select one of three high school graduation options. Because it is anticipated that this will cause numerous schedule changes at the senior high level, ITS is extending the date for the Final Phase III processing for senior high schools only, to 5:00 P.M. **Friday, August 8**. The processing of the Final Phase III and applying of the results to the fall term (Phase IV) will begin at 5:00 PM, Friday, August 8, 2003. A Final Phase III will be requested automatically for each school requiring one. Schools should N O T request a Phase III themselves.

In addition to the Phase III reports, each school will receive the following reports:

- 1 Class Master Schedule List (by Course Sequence)
- 1 Class List
- 1 Student Locator (Alpha)

Schools should review and make all necessary corrections and/or adjustments as soon as the above reports are received. On Friday, August 8, all file changes must be completed in order to ensure accurate fall materials. Support Services (SUS) will automatically request the following for schools on August 13:

- 1 Class Master Schedule List (by Course Sequence)
- 1 Class List
- 2 Sets of all Schedules; Office and Student copy (sequence will be determined by Postal Card requirements)
- 2 Student Locators (Alpha)
- 1 Teacher Workload

If the sequence above should be adjusted, schools must call Support Services (SUS) at 305-995-3705(0).

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