

MEMORANDUM

TO: All Secondary Schools
FROM: Information Technology Services (ITS)

SUBJECT: **FINAL UPDATES FOR POSTAL CARDS - 2003-04**

On Friday, August 8, 2003, at 5:00 PM, Information Technology Services (ITS) will begin the process for the Postal Notification Cards. To insure accurate Postal Cards and Room to Report, **ALL** changes or additions to the homeroom class (standard or extension of a period) must be completed by August 8, 2003.

If numerous incorrect schedules are evident, schools must concentrate on correcting the class designated as homeroom.

For those schools who opt to have all students report to a centralized location (gym, lobby, etc.), all entries must be completed by August 8, 2003.

If clarification is required regarding this process, please call Support Services at 305-995-3705(0).