

MEMORANDUM

TO: All Senior High Schools

FROM: Information Technology Services (ITS)

SUBJECT: **GRADE REPORTING FREEZE - 03S**

Schools are reminded that the deadline (freeze) for the 03S grading period information is 5:00 PM Friday, July 25, 2003. At that time, Information Technology Services (ITS) will begin printing the Summer Grading Period Bubble Sheets. Any student or teacher change made after that time will **NOT** be reflected on the Grade Reporting Sheets.

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