

## MEMORANDUM

January 10, 2003

TO: Extended Year Schools

FROM: Information Technology Services

SUBJECT: **GRADE REPORTING FREEZE-EXTENDED SCHOOLS**

Schools with the Extended School Year are reminded that the deadline (freeze) for updating all second grading period information is 5:00 PM Friday, January 17, 2003. At that time, Information Technology Services (ITS) will begin printing the Second 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).