

MEMORANDUM

April 7, 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 third grading period information is 5:00 PM Friday, April 11, 2003. At that time, Information Technology Services (ITS) will begin printing the Third 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).