

MEMORANDUM

March 20, 2003

***** SECOND NOTICE *****

TO: All Schools
FROM: Information Technology Services
SUBJECT: **GRADE REPORTING FREEZE-GRADING PERIOD 3**

Schools are reminded that the deadline (freeze) for all Third Grading Period information is 5:00 PM Friday, March 21, 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).