

MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **ITS SECURITY PROCEDURES DURING FTAA CONFERENCE**

Due to the FTAA Conference, ITS will be housing several departments from the School Board Administration Building the week of November 17 - 21. Because of the additional traffic that will be generated, it is necessary for ITS to implement additional security measures. During this time, security guards will be stationed at various locations on the ITS complex. All personnel coming to ITS must have proper identification (preferably MDCPS identification) and be prepared to present it upon request.

If you need additional information, please call Support Services at 305-995-3705(0).