

MEMORANDUM

August 8, 2003

TO: All Mac Schools

FROM: Information Technology Services (ITS)

SUBJECT: ****URGENT** MAC SCHOOL DEADLINE - 031**

Schools are reminded to initiate the Daily Transactions process "MAC AND ISIS TRANSACTIONS" before 3:00 PM, Friday, August 8, 2003. All changes to the fall schedule must be completed by that time. Changes made after confirmation is received will **NOT** be reflected on the Postal Notification cards.

School must call immediately to Support Services, if the confirmation is not received.

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