M E M O R A N D U M

*** REMINDER ***

TO: All Mac Schools

FROM: Information Technology Services (ITS)

SUBJECT: **MAC SCHOOL FINAL TRANSFER DEADLINE 8/1/2003**

Schools are reminded that the week of July 28 - August 1 is the deadline for processing Final Data Transfers for Mac School.

In preparation for the Final Transfer deadline, students' requests in ISIS will be removed after 5:00 PM on Thursday, July 24, for all Mac Schools that have not completed the Final Transfer process.

Please remember the day before processing the Final Transfer you must run Reports for Future to correct any discrepancies between ISIS and Mac. Also, on the day you plan to process the Final Transfer, call Support Services (SUS) at 305-995-3705(0) before you begin. Schools should begin the Final Transfer process prior to 10:00 AM.

If you have any questions about this memo, please call Support Services at 305-995-3705(0).