M E M O R A N D U M

TO: All Mac School Senior High Schools

FROM: Information Technology Services (ITS)

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

Due to the 2003 Legislature passing House Bill 30A that amended several laws related to high school graduation requirements, the deadline for processing final uploads from Mac to ISIS has been extended to Friday, August 8, 2003, **for high schools only**.

IMPORTANT: It is imperative that all scheduling be completed by 5:00 P.M. on August 8, as there will be no time for cleanup of student schedules before ITS begins processing Postal Notification cards.

In preparation for the Final Transfer deadline, students' requests in ISIS will be removed after 5:00 PM on Wednesday, August 6, 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).