M E M O R A N D U M

TO: Mac School Personnel

FROM: Information Technology Services

SUBJECT: **MAC SCHOOL FINAL TRANSFER AND OPENING OF SCHOOL
             WORKSHOPS**

Information Technology will offer workshops to review procedures for the final transfer of future data to ISIS. The workshop will also feature a discussion about methods that can assist with the opening of school.

The workshops will take place at Internet and Technology Training Services (ITTS) and will last less than 2 hours.

The dates and times are as follows:

Senior High Schools   Tuesday, May 20, 2003   9:00 A.M
Middle Schools   Thursday, May 22, 2003   9:00 A.M.

Registration for these workshops must be done online at
http://oit.dadeschools.net/itts.