

## MEMORANDUM

TO: All Mac Schools (Please route to the Mac School Contact)

FROM: Information Technology Services

SUBJECT: **MAC SCHOOL FUTURE PROCESSING DATES**

At this time, all Mac Schools should be in the process of creating their FUTURE folder for the 2003-2004 school year. Schools are reminded to follow the Mac School Tutorial to insure that all data is correct and no detail is left undone.

Listed below are important dates for Future processing with Mac School:

4/8	Initial import of students and student requests completed
4/25	Complete preliminary Master Schedule
6/13	Master Schedule for 031 should be 100%; assign student schedules
6/27	Students should be fully scheduled
7/28 – 8/1	Final Transfer of information from Mac to ISIS (The Final Transfer process will be available beginning June 16 for schools that want to do the Final Transfer earlier.)

As you work on your FUTURE folder, don't forget the importance of doing daily backups. Remember to send a backup weekly to Systems User Support (SUS) – Location 9410. This will serve as your off-site backup and enable SUS to assist you with problems

Schools are reminded that the Mac School Lab is available every Friday through August 1. Schools must call Internet and Technology Training Services to register at 305-995-3770(2).

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