

MEMORANDUM

TO: Selected Principals

FROM: Information Technology Services (ITS)

SUBJECT: **MAC SCHOOL SCHEDULING PROGRESS**

To ensure that all scheduling is completed in time to meet processing deadlines, Systems User Support (SUS) monitors each school's scheduling progress. On April 1, 2003, ITS sent a memorandum with target dates for completing each phase for schools using Mac School scheduling. Based on that schedule, schools should have completed the Master Schedule and be working on the students' schedules.

As of this date, our records show that your school has not imported the students and course requests. The target date for importing future students and their course requests was April 8. The target date to have all students scheduled is June 27. Schools are reminded that the final upload from Mac School to ISIS must be completed by Friday, August 1. The final upload process will be available on Monday, June 16 for schools that want to upload earlier. There will be no extensions beyond August 1.

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