

MEMORANDUM

March 13, 2003

TO: All Mac Schools
FROM: Information Technology Services
SUBJECT: **MAC SCHOOL BACKUPS**

Effective Monday, March 17, it is no longer necessary to send backups of the "Current" folder for the 2002-2003 school year (021).

Schools should be in the process of creating the "Future" folder for the 2003-2004 school year (031). Schools are reminded to backup their files at the end of each day and send a backup of the "Future" folder to Systems User Support on a weekly basis.

*******IMPORTANT*******

Mac School version 4.8 has been installed at all schools using Mac School scheduling software. In order to avoid possible data problems due to the conversion, it is recommended that all schools build a new Future folder by importing rooms, teachers, and courses.

Do not build the Future folder by creating a new folder from the "File" menu. Critical passwords required for processing Daily Transactions are not created when using this method.

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