

## MEMORANDUM

TO: Mac School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **MAC SCHOOL FINAL DATA TRANSFER 2003-2004**

The processing of the Final Transfer of data from Mac School to ISIS will begin on Monday, July 28, through Friday, August 1. Schools must initiate the Quickey sequence by 10:00 AM on the day selected to do the Final Transfer.

The day before initiating the Quickey sequence for the Final Transfer, please run 'Reports for Future' to produce a Discrepancy Report and correct any errors still existing between the two systems.

Call Support Services (SUS) before initiating the transfer process. After the transfer is successfully completed, SUS will notify your school and you will receive a report which will display errors encountered during the process.

In addition to the Post Transfer Error Reports, each school will receive the following reports:

- 1 Class Master Schedule List (Course Sequence)
- 1 Class List
- 1 Student Locator (Alpha)

Schools should review and make all necessary corrections and/or adjustments in the ISIS 'Future' cycle and the Mac School 'Current' folder beginning the day after the Final Transfer has successfully completed.

On Friday, August 8, 2003, file changes must be completed in order to ensure accurate postal notification and fall materials. SUS will automatically request the following for schools on August 13, 2003:

- 1 Class Master Schedule List (Course Sequence)
- 1 Class List
- 2 Sets of all schedules; Office and Student copy (Sequence will be determined by Postal Card requirements)
- 2 Student Locators (Alpha)
- 1 Teacher Workload

If the sequence above should be adjusted, schools must call Support Services (SUS) at 305-995-3705(0).

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