

## MEMORANDUM

**\*\*\* REVISED \*\*\***

TO: All Senior High School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **MAC SCHOOL FINAL UPLOAD AND FINAL PHASE 3 DEADLINE EXTENSIONS**

The 2003 Legislature passed House Bill 30A that amended several laws related to high school graduation requirements. Beginning with the 2003-04 school year, students entering grades six through twelve will have the opportunity to select one of three high school graduation options. Because it is anticipated that this will cause numerous schedule changes at the senior high level, ITS is extending the date for the Mac School Final Upload and the Final Phase III (mainframe scheduling) processing for senior high schools only, to 5:00 P.M. **Friday, August 8.**

**IMPORTANT: It is imperative that all scheduling be completed by 5:00 P.M. on August 8, as there will be no time for cleanup of student schedules. Failure to have accurate schedules will have a direct impact on the following:**

- **Postal Notification** – On Saturday, August 9, ITS will begin the process to print Postal Notification cards for all future students. The information on the students' schedules and Master Schedule are used for determining the students' Room to Report. Students who are not scheduled will be sent to a designated location identified by the school on the Fall (031) Card Request Survey. Schedule changes made after this date will not be reflected on the Postal Notification Cards. The school will need to notify these students where to report on the first day of school.
- **Future to Current Rollover** – Beginning Tuesday, August 12, at 5:00 P.M. ISIS will be inactivated to begin processing FTE Survey 5 and begin the process to roll the Future student population into Current. ISIS **will not** be available until 5:30 A.M. on Monday, August 18.
- **Opening of School Reports** – On Wednesday, August 13, ITS will begin processing all opening of school reports. Any schedule changes made after this date will not be reflected on the reports. Schools will need to request replacement schedules and/or reports.

A website that provides additional information and answers to Frequently Asked Questions (FAQs) is available at: [http://www.dadeschools.net/SB\\_30A/index.htm](http://www.dadeschools.net/SB_30A/index.htm).

If you have questions regarding requirements for graduation, please call Student Services at 305-995-7338. If you have any questions regarding this memo, please call Support Services at 305-995-3705(0)