

MEMORANDUM

August 7, 2003

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ONLINE REPORT REQUEST SYSTEM - 2003**

The Online Report Request System in ISIS will be unavailable beginning August 13 through August 17, 2003. Heavy production printing of the following reports and cards necessitates the unavailability of this system:

1. Student Data Cards for all schools.
2. Student Attendance Transmittal Cards for all schools.
3. Fall Schedules for all secondary schools.
4. Attendance Scantron Cards for selective schools.

Production Control will take phone requests for schools in extreme emergencies for Cycle 031 materials only. Schools should call 305-995-3705(5) to request emergency reports. If all necessary reports are completed earlier than anticipated, the Online Report Request System will become available earlier. Schools will be notified by E-mail of this change if it occurs.

Reminder: Student and class information can be retrieved from the PARIS System and then printed locally at the school level.

If you require any clarification regarding this memo, please call Support Services at 305-995-3705(0),