

**MEMORANDUM**

August 19, 2003

TO: All Secondary Schools  
FROM: Information Technology Services (ITS)  
SUBJECT: **OPENING OF SCHOOL MATERIALS**

The report(s) and/or materials listed below are available for pickup at Information Technology Services at 13135 S.W. 26 Street.

1. Attendance Scantron Cards (If requested)
2. Attendance Calendar Cards
3. Student Data Cards
4. Fall Schedules with supporting reports

If you have already picked up these materials, please disregard this message.

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