M E M O R A N D U M

January 8, 2003

TO: All Elementary School Principals

FROM: Information Technology Services

SUBJECT: **PREPARING FOR TERM 2 (2002-2003) – ELEMENTARY SCHOOLS**

The attached informational guide has been prepared to assist you in processing student records during the transition period from Term 1 to Term 2. To identify the necessary course sequences and sections for students that must be promoted at midyear, schools should request a Class Master List/Seat Inventory sorted by period/teacher from the Online Report Request System in ISIS.

If further assistance is required, please call Support Services at 305-995-3705(0).