

MEMORANDUM

August 6, 2003

TO: All Mac School Users

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** PRE-POSTAL CARD PROCESS - 031**

Schools are reminded to Validate Timetables and Rebuild Wait Lists and Rosters frequently during times of heavy processing. Run Daily Transactions "MAC & ISIS" at the end of each day so that the work you do in Mac School will be transferred to ISIS overnight.

Please request Discrepancy Reports by running Reports for Current and correct any errors before Friday, August 8, 2003. The last time for running Daily Transactions before the Postal Notification/Room to Report Cards are printed is August 8, before 3:00 PM.

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