M E M O R A N D U M

TO: All Mac School Users

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** PRE-ROLLOVER PROCESSING - 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 Tuesday, August 12, 2003. The last time for running Daily Transactions for Rollover is 3:00 P.M. Tuesday, August 12. ISIS will be inactivated at 5:00 P.M. on Tuesday. **Do not** attempt any Mac School Transfers (Daily Transactions or Reports for Current) until Monday, August 18, 2003.

If there are questions regarding this process, please call Support Services at 305-995-3705(0).