

MEMORANDUM

August 7, 2003

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SYSTEMS SHUTDOWN - ROLLOVER 2003-04**

Processing of the 2003-04 Rollover is scheduled for August 13 through August 17, 2003. During that time, the necessary files for the 2003-04 school year will be created. Schools must complete all Future Processing by 5:00 PM Tuesday, August 12, to insure an easy and accurate transition to Current. ISIS will be unavailable during the ENTIRE Rollover Process. ISIS will be available on Monday, August 18, at 5:30 AM.

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