

## MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SCHEDULE CHANGES BEFORE REPORT CARD PROCESSING IS COMPLETED**

Information Technology Services **has not** completed the grade reporting process. Secondary schools **must not** make schedule changes until after grades are posted in ISIS and report cards are printed. Schools using Mac School for schedule changes must not do a Daily Transaction. Per the Opening of Schools Handbook, report cards are due to the schools by November 12, 2003. ITS will send notification as soon as the report card processing is completed.

**Note:** Schools using Mac School must be sure that Enhanced Edit Student Weekly is turned on in the Scheduler module. Failure to turn this option on may result in lost grades.

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