

MEMORANDUM

TO: All Schools

FROM: Information Technology Services

SUBJECT: **SCHOOL PROFILE REQUESTS**

Information Technology Services will run the Final School Profile reports tonight, Friday, September 12, 2003. Schools must not to order a School Profile from the Online Report Request System. If your school has ordered from the Online Report Request System, please delete the request. To delete the request, press PF12 while on the Online Report Request screen, place an **X** next to the report and press PF1 to delete the report.

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