

MEMORANDUM

TO: All Principals
All School Site Technicians

FROM: Information Technology Services (ITS)

SUBJECT: **** IMPORTANT ** SCHOOL SITE SERVERS**

During the summer, ITS Network Services staff will be performing a data cleanup of the MDCPS active directory database. It is important that all schools keep their servers **powered on** during this time. By leaving your server(s) powered on, Network Services will be able to clearly identify and correct any issues that may arise during this time.

If for some reason you must power down your servers, please call Support Services at 305-995-3705(0) to provide the school location and the length of time the servers will be shut down.

Your cooperation with this process is greatly appreciated. If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).