

MEMORANDUM

TO: All Summer Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** 2003 SUMMER FILE PREPARATION SURVEY REVISION – SECONDARY**

Due to an error on the 2003 Summer File Preparation – Secondary Survey, it is necessary for schools to complete a revised survey. The revised survey is online at <http://surveys.dadeschools.net>. Information Technology Services (ITS) requires specific information from each school that will be open for the 2003 summer session. This survey must be completed by Wednesday, June 11, 2003, in order for ITS to prepare the necessary files for summer processing.

Schools must have the necessary files correct by **June 27, 2003**. At that time Summer Schedules, Summer Attendance Transmittal and Scantron cards will be printed.

We apologize for any inconvenience this may have caused. If there are any questions regarding this memo, please call Support Services at 305-995-3705(0).