

MEMORANDUM

TO: All Secondary School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **FALL (031) CARD REQUESTS - REMINDER**

To facilitate the printing of the necessary fall card products and correct room notification, it is necessary for all secondary schools to complete the Fall (031) Card Request Survey online, by June 2, 2003. To complete the survey, follow the instructions below:

1. Go to: <http://surveys.dadeschools.net>
2. Click on: Fall (031) Card Request Survey
3. Answer the questions as they relate to your school
4. Click on: Submit Your Responses

POSTAL NOTIFICATION INFORMATION

1. Postal Notification cards printed by Information Technology Services (ITS) will show a room based on the class designated as the homeroom class or any other pre-designated area.
2. For those schools choosing to have the students report to the room number of the homeroom class, they must indicate what type of homeroom (Advisement, Standard or Extension) their school is utilizing in the fall. Schools must also indicate what default should print if the student has no homeroom class.
3. For those schools choosing to have all students report to a pre-designated area (Auditorium, Cafeteria, Gym, etc.), they must indicate this area in the space provided.

STUDENT ATTENDANCE TRANSMITTAL, STUDENT DATA, SCANTRON CARDS

1. All schools will receive Student Data Cards. Schools must indicate the required sequence for these cards.
2. For those schools choosing Student Attendance Transmittal Cards, the sequence will be the same as the Student Data Cards.
3. Schools requiring Scantron Cards must indicate their required sequence.

If assistance or clarification regarding this memorandum is required, please call Support Services at 305-995-3705(0).