

MEMORANDUM

June 26, 2003

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **FINAL REQUEST FOR SUMMER SCHEDULES - 03S**

The last day to request a final Phase III (Computerized Scheduling) for summer (03S), is Friday, June 27, 2003. On that date, Support Services will request a final Phase III and schedules for opening of summer school for those schools that did not request one.

Those schools that are using terminal input for scheduling must complete all updates by 5:00 PM on Friday, June 27.

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