

MEMORANDUM

TO: All Secondary Schools  
 FROM: Information Technology Services (ITS)  
 SUBJECT: **\*\* URGENT \*\* SUMMER SCHOOL INFORMATION 03S - SECONDARY**

All schools open for summer are reminded of the following important processing dates:

Thursday	June 12	Summer grade and homeroom selection in PARIS is available.
Friday	June 20	12 <sup>th</sup> grade graduation (W06) withdrawal process and attendance history for transcripts.  Final GPA is processed.  Students in Dropout Prevention programmatically withdrawn.
Friday	June 27	Final Phase III for summer (03S) must be processed.  Begin printing Summer Attendance Transmittal Cards.
Wednesday	July 3	Summer schedules and related materials available.
Monday	July 7	Begin summer term (03S)
Tuesday	July 8	Removal of no-shows for summer is processed.
Monday - Friday	July 14-18	FTE Survey Week (Survey 1)
Friday	July 18	FTE Survey 1 processed.
Monday	July 21	DECO processing for Survey 1 begins.
Friday	July 25	File freeze for grade reporting
Monday	July 28	Grade reporting forms to schools
Friday	August 1	End of grading period.  Grade reporting forms due to ITS.
Friday	August 8	Report cards to schools.

The "Summer Session Information Bulletin for Secondary Schools" that describes this process in detail is available online at:

<http://www.dadeschools.net/ehandbook/index.htm>

If you have any questions regarding the process described in this bulletin, please call Support Services at 305-995-3705(0).