

MEMORANDUM

TO: All Secondary Schools
FROM: Information Technology Services (ITS)
SUBJECT: ****URGENT** SUMMER SCHEDULING – CYCLE 03S**

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

May 22 Completed Phase I summer session student scheduling
May 23 Begin Phase II and/or III summer session student scheduling
June 27 File freeze for summer session final input for Phase III of summer session student scheduling
Begin printing Summer Schedules and Attendance Transmittal Cards
July 2 Summer schedules and related materials available

The Summer School Informational Bulletin for Secondary Schools that describes this process in detail is available online at:

www.dadeschools.net/ehandbook/index.htm

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