

## MEMORANDUM

September 11, 2003

TO: All Secondary Schools  
FROM: Information Technology Services (ITS)  
SUBJECT: **SCHOOL PROFILE - SECONDARY**

As scheduled, the Final School Profile will be processed on Friday, September 12, 2003. In order to insure accurate results, schools must verify and update, if necessary, the following fields in ISIS prior to 5:00 PM, September 12:

Special Center  
Number of Relocatable Classrooms  
Projected Membership

Detailed information regarding data entry procedures may be found in the "Automated School Profile System for Secondary Schools" document. If this document cannot be located, it can be downloaded and printed from the following website:

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

If there are data entry questions, schools should call the Support Services at 305-995-3705(0). Questions regarding School Profile policy and procedures should be directed to Full Service Schools/Attendance Boundary Committee at 305-995-7626.