

MEMORANDUM

TO: All Senior Highs

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** SHARED STUDENT SCHEDULES**

On Friday, August 8, the Postal Notification process for the 2003-2004 school year will begin. As part of this process, Postal Notification/Room to Report Cards for shared students are printed based on the students' schedules. It is imperative that schools verify that the Shared School schedule and shift correctly coincide with the Home School schedule.

Schools should request a Student Locator for cycle 031 for verification of the schedules; and a Student List for cycle 031 for identifying shared students.

If there are questions regarding this memo, schools should call Support Services at 305-995-3705(0).