

MEMORANDUM

TO: Secondary Summer Schools
FROM: Information Technology Services (ITS)
SUBJECT: **SUMMER REPORTS – 2003**

On Friday, June 27, 2003, all 2003 summer changes must be completed in order to ensure accurate summer materials. Systems User Support (SUS) will automatically request the following reports for schools on June 27:

- 1 Class Master List Seat / Inventory (Course Sequence)
- 1 Class List
- 2 Sets of all schedules, Office and Student copy (*Sequence will be determined by homeroom type for the student copy; the office copy will be ordered straight alpha)
- 2 Student Locators (*Sequence will be straight alpha)

*If the sequence above should be adjusted, schools must call the Systems User Support Center at 305-995-3705(0).

If there are questions regarding this process, please call Support Services at 305-995-3705(0).