

MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **SYSTEMS MAINTENANCE SCHEDULE**

In order to keep the District's mainframe and network systems running efficiently, ITS has established a schedule to perform systems maintenance, upgrades, and install new hardware and/or software. Listed below are the dates scheduled for June, July, and August 2003. Users will be notified via e-mail regarding any systems that may be affected during these periods.

"Systems Shutdown" reflects days when the Mainframe and/or Network Systems may be unavailable to the District.

SYSTEMS SHUTDOWN DATES:

June 21 - 22, 2003	Shutdown starts at 4:00 P.M. on Saturday, June 21.
July 12 - 13, 2003	Shutdown starts at 4:00 P.M. on Saturday, July 12.
August 23 - 24, 2003	Shutdown starts at 4:00 P.M. on Saturday, August 23.

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