M E M O R A N D U M

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SYSTEMS SHUTDOWN - ROLLOVER 2003-04 REMINDER**

The 2003-04 Rollover process has begun. During this time (August 12 through August 17, 2003), the necessary files for the 2003-04 school year will be created. ISIS, VACS, SCM/SPAR and CATS will be unavailable during the **E N T I R E** Rollover Process. These systems will be available on Monday, August 18, at 5:30 A.M.

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