

MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **TADL DOWNLOAD REQUIREMENTS**

In preparation for the 2003-2004 school year, schools using the Teacher Attendance Download System (TADL) must download the School Information file prior to the beginning of school. The information updated by this download is the school calendar and specific school information (I.E. Principal, Assistant Principals). The Daily Attendance Download will use the downloaded calendar to determine if the current date is a valid attendance date.

In order to have the correct teacher and student schedule information, schools must also download the Class Schedules file prior to the beginning of school. During the first month of school, it is recommended that the Class Schedules file be downloaded daily. After the teacher and student schedules have stabilized, the files should be downloaded at least once per week.

Instructions for downloading the School Information and Class Schedule files are located in the Teacher Attendance Download System Manual. If you are unable to locate this manual, it is available online at: <http://www.dadeschools.net/ehandbook/index.htm>.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).