M E M O R A N D U M

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ADDRESS VERIFICATION - 2003**

Schools are reminded that students' addresses must be correct on ISIS at all times during the school year. To insure accurate Fall Postal Notification Cards, addresses should be verified with the students prior to summer dismissal. Schools may order Future Student Address Lists through the Online Report Request System.

All student address changes must be completed by August 8, at 5:00 PM. If any address is incorrect at the time Postal Notification Cards are printed, schools will be responsible for notifying the student of any transportation requirement.

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