M E M O R A N D U M

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 the 2004-05 school year. 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

October 23-24, 2004	Shutdown starts at 4:00 P.M. on Saturday, October 23.
November 13-14, 2004	Shutdown starts at 4:00 P.M. on Saturday, November 13.
December 11-12, 2004	Shutdown starts at 4:00 P.M. on Saturday, December 11.
January 22-23, 2005	Shutdown starts at 4:00 P.M. on Saturday, January 22.
February 19-20, 2005	Shutdown starts at 4:00 P.M. on Saturday, February 19.
March 26-27, 2005	Shutdown starts at 4:00 P.M. on Saturday, March 26.
April 16-17, 2005	Shutdown starts at 4:00 P.M. on Saturday, April 16.
May 14-15, 2005	Shutdown starts at 4:00 P.M. on Saturday, May 14.
June 11-12, 2005	Shutdown starts at 4:00 P.M. on Saturday, June 11.
July 16-17, 2005	Shutdown starts at 4:00 P.M. on Saturday, July 16.

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