M E M O R A N D U M

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **SYSTEMS AVAILABILITY - October 23 - 24, 2004 * * * FINAL NOTICE * * ***

Information Technology Services (ITS) will be performing system maintenance beginning at 4:00 p.m. on Saturday, October 23, and will continue until 12:00 a.m. on Sunday, October 24. During this time, access to the Internet, Intranet, and District E-mail **will not** be available. The Internet, Intranet and District E-mail will be available on Saturday, October 23 at 12:00 a.m. through Sunday, October 24 11:00a.m. On Sunday, October 24, there will be another service maintenance performed for approximately one hour beginning at 11:00 a.m.

Normally scheduled Mainframe applications will not be affected during this weekend's system maintenance.

We apologize for any inconvenience this may cause. If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).