

MEMORANDUM

January 15, 2004

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ADDRESS VERIFICATION – 2004**

Schools are reminded that students' addresses must be correct on ISIS at all times during the school year. To insure accurate mailing labels for end of year materials and Fall Postal Notification Cards, schools should begin the process of verifying each student's address at this time. Schools are reminded that Student Address Lists may be ordered through the Online Report Request System.

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