

MEMORANDUM

January 14, 2004

TO: All Schools
FROM: Information Technology Services (ITS)
SUBJECT: **GRADE REPORTING FREEZE - 031 - GRADING PERIOD 2**

Schools are reminded that the deadline (freeze) for all Second Grading Period information is 5:00 p.m. Friday, January 16, 2004. At that time, Information Technology Services (ITS) will begin printing the Second Grading Period Bubble Sheets. Any student or teacher change made after that time will **NOT** be reflected on the grade reporting sheets.

*****SECONDARY SCHOOLS ONLY*****

The above mentioned process will not interfere with the Term 2 class adds. Schools should continue to add Term 2 classes to the students' schedules or have Information Technology Services (ITS) mass add.

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