

**MEMORANDUM**

March 12, 2004

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **GRADE REPORTING FREEZE - 031 - GRADING PERIOD 3**

Schools are reminded that the deadline (freeze) for all Third Grading Period information is 5:00 p.m. Friday, March 19, 2004. At that time, ITS will begin printing the Third Grading Period Bubble Sheets. Any student or teacher change made after that time will **NOT** be reflected on the grade reporting sheets.

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