

MEMORANDUM

January 6, 2004

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SEMESTER TWO – PROCESSING INFORMATION**

In preparation for Semester Two processing, schools should be aware of the following information:

1. Schools that use Scantron equipment for daily attendance and use an extension of period for homeroom:
 - The printing of scantron cards for the second semester will begin Thursday, January 22, 2004. Cards will be printed for the schools that indicated on the Second Grading Period Confirmation of Elementary / Secondary Report Card Processing Questionnaire "YES" for scantron cards. (All questionnaires were returned to Information Technology Services (ITS) prior to Grading Period 1.) Homeroom designations will be set to reflect the second semester class before the printing begins. Schools must verify that **ALL** Term 2 adds are on file prior to the printing.
2. FTE Simulations – All Secondary Schools:
 - Schools must verify **ALL** Term 2 class adds are on file prior to requesting a FTE Simulation.

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