

MEMORANDUM

June 17, 2004

TO: SBAB

FROM: Information Technology Services (ITS)

SUBJECT: **System Maintenance - June 19, 2004**

In order to keep the School Board Administration Building's (SBAB) E-Mail services running efficiently, ITS has established a schedule to perform system maintenance. On Saturday, June 19, 2004, ITS will be performing a scheduled maintenance. Users will not be able to access to their district e-mail account between the hours of 4 PM and 8 PM.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).