

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY REPORTS - 04S**

Elementary schools requiring a report to validate summer school entries should request a summer Student List from the Online Report System. Class Lists cannot be generated until schools assign students to academic course(s). Once this process is completed, schools may order any report that requires student class information.

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