

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SYSTEMS SHUTDOWN – ROLLOVER 2004-05**

Processing of the 2004-05 Rollover is scheduled for August 5 through 8, 2004. During that time, the necessary files for the 2004-05 school year will be created. Schools must complete all Future Processing by 5:00 p.m. on Wednesday, August 4, to insure an easy and accurate transition to Current. ISIS will be **unavailable** during the entire Rollover Process. ISIS will be available on Monday, August 9, at 5:30 a.m.

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