

MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **2005 SUMMER FILE PREPARATION – SECONDARY**

In order to prepare the files for summer processing, Information Technology Services (ITS) requires specific information from each school that will be open for the 2005 summer session. To provide this information, schools must complete the 2005 Summer File Preparation – Secondary survey online. The survey is available at: <http://surveys.dadeschools.net> and must be completed no later than **May 25, 2005**.

Schools must have the necessary files correct by **June 10, 2005**. At that time summer Schedules, summer Attendance Transmittal and Scantron cards will be printed.

If there are any questions regarding this memo, please call Support Services at 305-995-3705.