

MEMORANDUM

TO: All Summer Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY REPORTS – SUMMER 2005 (05S)**

Elementary schools requiring a report to validate summer school entries should request a Summer Student List from the Online Report Request System. Do not request Class Lists at this time. Class Lists cannot be generated until schools assign courses to students. 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.