

MEMORANDUM

TO: Secondary Summer Schools
FROM: Information Technology Services (ITS)
SUBJECT: **SUMMER REPORTS – 2005**

On Friday, June 10, 2005, all 2005 summer changes must be completed in order to ensure accurate summer materials. Support Services will automatically request the following reports for schools on June 10:

- 1 Class Master List Seat / Inventory (Course Sequence)
- 1 Class List
- 2 Sets of all schedules, Office and Student copy (*Sequence will be determined by homeroom type for the student copy; the office copy will be ordered straight alpha)
- 2 Student Locators (*Sequence will be straight alpha)

If the sequence above should be adjusted, or there are questions regarding this process, please call Support Services at 305-995-3705.