

MEMORANDUM

TO: All Secondary Schools  
 FROM: Information Technology Services (ITS)  
 SUBJECT: **\*\* URGENT \*\* Summer School Information 05S - Secondary**

All schools open for summer are reminded of the following important processing dates:

Thursday	June 2	Summer grade and homeroom selection in PARIS is available
Friday	June 10	Final Phase III for summer (05S) must be processed  Begin printing Summer Attendance Transmittal Cards and schedules
Wednesday	June 15	12 <sup>th</sup> grade graduation withdrawal process and attendance history for transcripts  Final GPA is processed  Students in Dropout Prevention programmatically withdrawn
Wednesday	June 15	Summer schedules and related materials available
Wednesday	June 22	Begin summer term (05S)
Friday	June 24	Removal of no-shows for summer is processed
Wednesday-Tuesday	June 22-28	FTE Survey Week (Survey 4)
Tuesday	June 28	FTE Survey 4 processed
Wednesday	June 29	DECO processing for Survey 4 begins
Monday-Friday	July 11-15	FTE Survey Week (Survey 1)
Friday	July 15	FTE Survey 1 processed
Friday	July 15	DECO processing for Survey 1 begins
Friday	July 15	File freeze for grade reporting
Monday	July 18	DECO processing for Survey 1 begins
Monday	July 18	Grade reporting forms to schools
Wednesday	July 20	End of grading period  Grade reporting forms due to ITS
Monday	July 25	Report cards to schools

The "Summer Session Informational Bulletin for Secondary Schools" that describes this process in detail is available online at: <http://ehandbooks.dadeschools.net/>

If you have any questions regarding the process described in this bulletin, please call Support Services at 305-995-3705.