

MEMORANDUM

TO: All schools

FROM: Information Technology Services (ITS)

SUBJECT: **FALL PROCESSING TIME LINES 2005-2006**

In order to prepare the files for the 2005-2006 school year, schools must be aware of the following time lines for processing student schedules and other related fall materials.

July 15	Postal Notification process begins. All Transportation changes must be completed.
July 20	Postal Notification Cards mailed to students.
July 27	Elementary – all future entries, grade level and homeroom changes must be completed by 5:00 p.m. for the printing of opening of school products. This includes Student Data Cards and Student Attendance Transmittal Cards.
July 27	Secondary – the printing of all opening of school products begins at 5:00 p.m. This includes Student Data Cards, Student Attendance Transmittal Cards, Student Schedules and other scheduling reports.
July 27	Information Technology Services (ITS) begins the Rollover Process at 5:00 p.m.
July 28 – 31	ISIS, VACS, SCM/SPAR and CATS Applications inactive for Rollover Processing.
July 28 – 31	Online Report Request System inactive. Emergency reports can be ordered through production Control 305-995-3705(5).
August 1	School must sign on to Current for all fall processing.
August 1	First day of school for School Improvement Zone schools.
August 8	First day of school.

All questions related to these dates should be directed to Support Services at 305-995-3705.