

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ELEMENTARY POSTAL NOTIFICATION CARDS - 2005**

On July 15, 2005, Information Technology Services (ITS) will begin printing the Postal Cards for elementary students who are eligible for transportation. Cards will N O T be printed for students who are not eligible. The cards will be mailed directly to the students beginning Wednesday, July 20, 2005.

Student information on the ISIS file as of that date will determine the transportation eligibility for each student in your school. The cards will contain the following information:

1. Pick-up Time and Return Time
2. Stop Locations
3. Bus Number

After July 15, it is the responsibility of each school to inform students of transportation eligibility and bus information. This will apply to new students and students with address changes. Schools are reminded that transportation information is available through ISIS.

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