

MEMORANDUM

***** SECOND NOTICE *****

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.