

MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **FINAL UPDATES FOR POSTAL CARDS – 2005-06**

On Friday, July 15, 2005, at 5:00 pm., Information Technology Services (ITS) will begin the process for the Postal Notification Cards. To insure accurate Postal Cards and Room to Report, **ALL** changes or additions to the homeroom class (standard or extension of a period) must be completed by 5:00 p.m. on July 15.

If numerous incorrect schedules are evident, schools must concentrate on correcting the class designated as homeroom.

For those schools who opt to have all students report to a centralized location (gym, lobby, etc.), all entries must be completed by July 27, 2005.

If clarification is required regarding this process, please call Support Services at 305-995-3705.