

**MEMORANDUM**

July 13, 2005

TO: All Mac Schools

FROM: Information Technology Services (ITS)

SUBJECT: **MAC SCHOOL DAILY TRANSACTION PROCESSING - POSTAL CARDS**

In order to insure that all files are updated for printing of the Postal Notification cards, schools are reminded to initiate the Daily Transaction function for "Mac and ISIS Transactions" before 3:00 p.m., Friday, July 15, 2005. All changes to the ISIS file must be completed by that time. Any changes made after confirmation is received will not be reflected in ISIS.

Schools must call immediately to Support Services, if the confirmation is not received.

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