

MEMORANDUM

TO: All Schools
Administrative Offices

FROM: Information Technology Services (ITS)

SUBJECT: **STUDENT CASE MANAGEMENT HISTORY**

On Friday, July 15, 2005, ITS will archive Student Case Management records that have an effective date of three years or older. If schools need to view archived information, they must contact the Division of Student Services at 305-995-7338. Any active student information will be unaffected by this process.

In order to complete this process, the Student Case Management System will be unavailable on Saturday, July 16, 2005.

Questions regarding Student Case Management should be directed to the Division of Student Services at 305-995-7338. Questions regarding this memo should be directed to Support Services at 305-995-3705.