

MEMORANDUM

TO: All Mac School Users

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** PRE-ROLLOVER PROCESSING – 051**

Schools are reminded to Validate Timetables and Rebuild Wait Lists and Rosters frequently during times of heavy processing. Run Daily Transactions "MAC & ISIS" at the end of each day so that the work you do in Mac School will be transferred to ISIS overnight.

The last time for running Daily Transactions for Rollover is 3:00 p.m. Wednesday, July 27. ISIS will be inactivated at 5:00 p.m. on Wednesday. **Do not** attempt any Mac School Transfers (Daily Transfers or Reports for Current) until Monday, August 1, 2005.

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