

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ATTENDANCE RECORDS 2004-05**

All changes/corrections to the 2004-05 (Cycles 041, 042, 05S) attendance data must be completed by Wednesday, July 27, 2005. Additionally, Certification of Attendance must be completed in ISIS prior to 5:00 p.m. Wednesday, July 27, 2005.

On July 27, Information Technology Services (ITS) will adjust the attendance files as follows:

The 2004-05 attendance records (including Summer Session 05S) will be moved to the Historical Attendance File. Starting Monday, August 1, 2005, schools may view historical attendance information.

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