

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **ONLINE REPORT REQUEST SYSTEM – 2005**

The Online Report Request System in ISIS will be unavailable beginning July 28 through July 31, 2005. Heavy production printing of the following reports and cards necessitates the unavailability of this system:

1. Student Data Cards for all schools
2. Students Attendance Transmittal cards for all schools
3. Fall Schedules for all secondary schools
4. Attendance Scantron Cards for selective schools

Production Control will take phone requests for schools in extreme emergencies for Cycle 051 materials only. Schools should call 305-995-3705(3) to request emergency reports. If all necessary reports are completed earlier than anticipated, the Online Report Request System will become available earlier. Schools will be notified by e-mail if this change occurs.

If you require any clarification regarding this memo, please call Support Services at 305-995-3705.