

## MEMORANDUM

TO: All Senior Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SENIOR HIGH FALL MATERIAL DEADLINE - 2005**

In order to reduce the number of requests for reprint of the opening of schools' materials, ITS **will not** automatically print the fall materials on July 27, 2005 for senior high schools. Senior highs must call Production Control at 305-995-3705(3) when ready for the fall materials to be printed. To guarantee the reports are ready for the opening of school, the absolute latest date to request these materials is Wednesday, August 3. On this date, ITS will order the fall materials for those senior high schools that have not already ordered.

The following reports will be printed:

- 1 Class Master Schedule List (by Course Sequence)
- 1 Class List
- 2 Sets of all Schedules; Office and Student copy (sequence for the student copy will be determined by homeroom settings. The office copy will be straight alpha)
- 2 Student Locators (straight alpha)
- 1 Teacher Workload

If the sequence above should be adjusted, please call Production Control at 305-995-3705(3).

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