

MEMORANDUM

TO: All Middle Schools

FROM: Information Technology Services (ITS)

SUBJECT: **OPENING OF SCHOOLS MATERIALS**

The report(s) and/or materials listed below are available for pickup at Information Technology Services at 13135 S.W. 26 Street, Miami.

1. Attendance Scantron Cards (If requested)
2. Attendance Calendar Cards
3. Students Data Cards
4. Fall Schedules with supporting reports

If you have already picked up these materials, please disregard this message.

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