

**MEMORANDUM**

August 10, 2005

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **PRELIMINARY SCHOOL PROFILE REPORTS/SCREEN AVAILABILITY**

Effective immediately, the ISIS screens for updating the school profile information are available. The Preliminary School Profile Reports will be printed at ITS beginning Thursday, August 25, 2005. The preliminary profile reports will be picked up on Friday, August 26, 2005, by the Regional Center ABC Director or their representative. Schools will receive the report from the Regional Center.

Instructions for updating ISIS are available by clicking on School Profiles from the e-Handbooks at: <http://ehandbooks.dadeschools.net/>.

To verify updates made to your computer files, reruns of the Preliminary School Profile Report may be ordered from the Online Report Request System.

The Final School Profile report will be run on Friday, September 2, 2005 and will be picked up by the Regional Center ABC Director or their representative. Schools will receive the report from the Regional Center. For additional School Profile information and timelines, schools should reference the memorandum sent on August 10, 2005, from Dr. Kamela K. Patton, Assistant Superintendent, School Operations, subject 'ABC PROFILE ONLINE DATA UPDATING.'

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