

## MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SCHOOL PROFILE - SECONDARY**

The Preliminary School Profile will be processed on Thursday, August 25, 2005. In order to insure accurate results, schools should verify and update, if necessary, the following fields should be updated in ISIS prior to 5:00 p.m., August 25:

Special Center  
Number of Relocatable Classrooms  
Projected Membership

Detailed information regarding data entry procedures may be found in the "Automated School Profile System for Secondary Schools" document. As this document has recently been revised, it is recommended that schools download and print the updated document from e-Handbooks at the following website:

<http://ehandbooks.dadeschools.net/>

If there are data entry questions, schools should call the Support Services at 305-995-3705. Questions regarding School Profile policy and procedures should be directed to your Regional Center ABC Director.