

MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SCHOOL PROFILE ELEMENTARY**

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 in ISIS prior to 5:00 p.m., August 25:

Room Number
Grade or Program
Type of Space
Actual Class Count

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