

MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **SYSTEMS MAINTENANCE SHUTDOWN SCHEDULE FOR THE 2005-2006 SCHOOL YEAR**

In order to keep the District's mainframe and network systems running efficiently, ITS has established a schedule for performing preventive maintenance, system upgrades, installing new hardware and/or software. Listed below are the dates scheduled for the 2005-2006 school year to coordinate System Shutdown activities. Systems Shutdown reflects days when the Mainframe and/or Network Systems may be unavailable to the District. Users will be notified via e-mail regarding any systems that may be affected during these periods. Please note that these dates are tentative based on the Production demands during the 2005-2006 school year.

2005-2006 SYSTEMS SHUTDOWN DATES

September 17-18, 2005	Shutdown starts at 4:00 P.M. on Saturday, September 17
October 22-23, 2005	Shutdown starts at 4:00 P.M. on Saturday, October 22
November 19-20, 2005	Shutdown starts at 4:00 P.M. on Saturday, November 19
December 3-4, 2005	Shutdown starts at 4:00 P.M. on Saturday, December 3
January 7-8, 2006	Shutdown starts at 4:00 P.M. on Saturday, January 7
February 4-5, 2006	Shutdown starts at 4:00 P.M. on Saturday, February 4
March 4-5, 2006	Shutdown starts at 4:00 P.M. on Saturday, March 4
April 8-9, 2006	Shutdown starts at 4:00 P.M. on Saturday, April 8
May 6-7, 2006	Shutdown starts at 4:00 P.M. on Saturday, May 6

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