

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **GRADE REPORTING FILE FREEZE-GRADING PERIOD 1**

Schools are reminded that the deadline (freeze) for all First Grading Period information is 5:00 p.m. Friday, September 30, 2005. At that time, ITS will begin printing the First Grading Period Bubble Sheets. Any student or teacher change made after that time will **NOT** be reflected on the grade reporting sheets.

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