

MEMORANDUM

November 3, 2005

TO: All Mac School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **PREPARING FOR TERM 2 (2005-2006) - MAC SCHOOL**

The attached informational guide has been prepared to assist you in processing course records during the transition period from Term 1 to Term 2. All students' Term 2 adds will be processed through Mac School and may be initiated at any time. Enclosed with this memo are the steps that should be followed during this process (*Term 2 Processing*). Steps 1-13 should be concluded prior to the end of Term 1, (January 2, 2006). To identify courses presently indicated as Term 1, schools should request the following reports from the Online Report Request System in ISIS:

Course Offering
Class Master List / Seat Inventory (Period/Teacher)

Should your staff need assistance in this process, please call Support Services at 305-995-3705.

Attachment

cc: Ms. Debbie Karcher
Regional Center Superintendents
Mr. Nicholas Di Liello
Mr. Javier Perez
Mr. Edward Bernard