

MEMORANDUM

November 3, 2005

TO: All Elementary School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **Preparing For Term 2 (2005-2006)**

The attached informational guide has been prepared to assist you in processing student records during the transition period from Term 1 to Term 2. To identify the necessary course sequences and sections for students that must be promoted at midyear, schools should request a *Class Master List/Seat Inventory* sorted by period/teacher from the Online Report Request System in ISIS.

If further assistance is required, 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