M E M O R A N D U M

November 3, 2005

TO: All Secondary School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **Preparing for Term 2 (2003-2005)**

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 courses presently indicated as Term 1 and the students registered for those classes, schools should request the following reports from the Online Report Request System in ISIS:

      Class Master List/Seat Inventory (Period/Teacher)
      Class Lists

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