

## MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **TERM 2 - PROCESSING INFORMATION**

In preparation for Term 2 processing, schools should be aware of the following information:

- The printing of scantron cards for Term 2 will begin Friday, December 16, 2005. Cards will be printed for the schools that indicated on the Second Grading Period Confirmation of Elementary / Secondary Report Card Processing Questionnaire "YES" for scantron cards. (All questionnaires were returned to Information Technology Services (ITS) prior to Grading Period 1.)
- Homeroom designations will be set to reflect the second semester class before the printing begins.
- Schools must verify that **ALL** Term 2 classes are on file prior to printing.
  - Schools using Mac School must complete the Copy Roster process
  - Schools not using Mac School may request Term 2 Class Adds by calling Support Services

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