

MEMORANDUM

February 3, 2006

TO: Secondary School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **Secondary Spring Registration and Transmittal Procedures**

Attached is the *Secondary Scheduling Calendar* showing important dates for the remainder of the 2005-2006 school year and the beginning of the 2006-2007 school year. A revised calendar for those dates that are unavailable at this time will be sent to schools when dates are determined. This calendar is available online at:

<http://tlc.dadeschools.net/scheduling/index.asp>

Also included with this memo is the booklet titled *Secondary Spring Registration and Transmittal Procedures*. This booklet was prepared for secondary schools in an effort to assist with the computerized future registration and scheduling process. This booklet is available online at:

<http://www.dadeschools.net/ehandbook/index.htm>.

If any assistance or clarification regarding this memorandum is required, please call Support Services at 305-995-3705.

Attachments