M E M O R A N D U M

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SCHEDULING DATES REMINDER**

In order to complete the scheduling process for the opening of the 2006-07school year (Cycle 061), a Secondary School Scheduling calendar with dates for completing the various steps required for the opening of school was developed. The timelines for steps that should have been completed or have approaching due dates are listed below. Pending due dates have been highlighted.

Date	Process
February 1	Schools begin Articulation
February 10- July 14	Mac School Lab available for schools every Friday.
February 15	Mac Schools create a *FUTURE* folder by importing rooms or by duplicating the *CURRENT* folder
February 15	Cycle 061 Course Offering should be completed in ISIS
	Mac Schools who have created a new Course Offering for Cycle 061 import courses to Mac School
March 1	Mac Schools complete School Setup Module
March 15	Mac Schools complete Details module

Schools that are planning to use the same courses from Cycle 051 should call Support Services at 305-995-3705 and request to have their 051 Course Offering rolled over to Cycle 061.

Schools are reminded that a scheduling website is available where they can access the Secondary School Scheduling Calendar, Building the Master Schedule Tutorial, and communiqués related to the scheduling process. The website can be accessed by clicking on the following link or by typing in the address on your browser.

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

An email address is available for schools to ask questions, communicate scheduling concerns, or offer suggestions. Please direct your communication to:

scheduling@dadeschools.net.

If you need assistance or have any questions regarding this memo, please call Support Services at 305-995-3705