

MEMORANDUM

February 7, 2006

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **MAGNET SCHOOL PROCEDURES - FUTURE**

In order to allow future entries involving current magnet students who will be attending a different school for the 2006-07 school year, the following procedures should be followed:

- The future entry of magnet students is blocked. The new future school must call the current magnet school and request that the magnet school clear the student for the future entry.
- The magnet school, after verification, will clear the student for the future entry by entering a magnet program withdrawal date of 06/06 on the Magnet School Information screen (PF18). **Do not** withdraw the student from current school.
- After this program withdrawal date is entered, the new future school may complete the future entry.

These procedures will allow the magnet student to complete the current year in the magnet program, and allow the new future school to enter, and if necessary, schedule the student for the 2006-07 school year.

If there are any questions regarding these procedures, please call Support Services at 305-995-3705.