

MEMORANDUM

March 6, 2006

TO: All Mac Schools
FROM: Information Technology Services (ITS)
SUBJECT: **MAC SCHOOL BACKUPS**

Effective immediately, it is no longer necessary to send backups of the "Current" folder for the 2005-2006 (051) school year.

Schools should be in the process of creating the "Future" folder for the 2006-2007 (061) school year. Schools are reminded to backup their files at the end of each day and send a backup of the "Future" folder to Support Services (Loc. 9413) on a weekly basis.

Schools are reminded that a 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/>

An email address has been created 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.

cc: Regional Center Superintendents
Regional Center Directors
Ms. Deborah Karcher
Ms. Debbie Graper
Mr. Javier Perez
Ms. Miriam Fernandez
Ms. Beverly Young
Ms. Annette Adams
Mr. Jan Zima