

MEMORANDUM

July 24, 2002

TO: All Elementary Schools
FROM: Information Technology Services
Office of Information Technology
SUBJECT: **FALL CARD PRODUCTS - 2002**

Information Technology Services (ITS) will begin the printing of all fall card products on Wednesday, August 14, 2002, for all students registered for fall. Each school will automatically receive one Student Attendance Transmittal Card and two Student Data Cards in Alpha/Homeroom/Grade sequence.

If your school uses the Scantron for Attendance, you must complete and return this E-Mail to User ID "byoung@oit.dade.k12.fl.us" no later than August 6, 2002.

If Scantron Cards are required, please enter your school number below:

School _____

Scantron Cards will be produced only if schools respond to the E-mail in the method indicated.

If there are questions regarding this process, please call Support Services at 305-995-3705(0).