

Training & Support Bulletin

Summer School Starts Today!

SCHOOLS IN SUMMER SESSION:

- Fax Summer School Day 1, 2, 3 - Attendance report to the Summer School Office during the first 3 days
- Fax Special Ed reports to Special Ed during the first 2 days
- Do not use Substitute Rosters. Use Teachers Summary of Attendance report, instead.

(Refer to pages 92 through 97 of the Zangle Summer School Handbook)

This week's Training Classes!

Summer School Setup:

Monday	6/22
Tuesday	6/23
Thursday	6/25
Friday	6/26

Elementary Master Schedule Building:

Thursday	6/25
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Open Lab!

This Friday, 6/26/09 from 8am-3pm
in Room B3!
(Closed for lunch from 11:00-12:00)

Come and get personal assistance
from our instructors and OSS reps!

Zangle Reminder:

TRADITIONAL SCHOOLS - Set your Zangle System Date back to 6/15/09 (the last day of the term) so you don't have to change the Effective Date of your master schedules, reports, etc.