Guilford County Schools
STRIVING. ACHIEVING. EXCELLING.

TO: All Media Specialists
FROM: Jean and Libby
DATE: February 20, 2009

Enclosed you will find:

- A copy of the Annual Media and Technology Report with answers and instructions. **The GCS deadline for completing the report online is May 1, 2009**.
- Sample computer inventory spreadsheet
- Summer Care of Computers - ***It is a good idea to share this with your principal.***
- Checklist of end-of-year reports
- Media Services End of Year Report: **Return by May 6**.
- Staff development survey: **Return by May 6**.
- Address Form: **Return by May 6**.
- Invitation to the Preview Party

All documents and **Automation End of the Year Tips** can be found on the **End-of-Year** page on the LMS web page.

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