



STATE OF LOUISIANA  
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MEMORANDUM  
02-826

**PLEASE NOTE CORRECTION TO RESPONSE E-MAIL ADDRESS – THE CORRECT ADDRESS IS [mwinters@osfa.state.la.us](mailto:mwinters@osfa.state.la.us).**

**TO:** All Louisiana Post-Secondary Institutions  
Campus TOPS Administrators

**FROM:** Jack L. Guinn  
Executive Director

**DATE:** August 26, 2002

**RE:** Information and Training Seminar for Submission of New Grade Information File

TOPS Bulletin T2002-13, enclosed, details the changes in the file format that post-secondary institutions must use in transmitting student academic data to this agency, beginning with the Fall 2002 term. To ensure that this conversion is successful, we are hosting an Information and Training Seminar for all campus personnel who will be responsible for the programming and implementation of this procedure. This seminar will be directed towards administrative and technical personnel, so we ask that you forward this invitation to the appropriate staff. The meeting is scheduled as follows:

- Monday, September 16, 2002
- Pennington Biomedical Conference Center Auditorium
- 6400 Perkins Road
- Baton Rouge, Louisiana
- 9:00 am – 12:00 noon

We would appreciate an RSVP to [mwinters@osfa.state.la.us](mailto:mwinters@osfa.state.la.us) with the names of those who will attend by September 9, 2002. Also advise if directions are required and they will be e-mailed to you.