

**MEMORANDUM**

October 22, 2002

TO: All Schools

FROM: Information Technology Services  
Office of Information Technology

SUBJECT: **\*\* URGENT \*\* FTE DECO PROCESSING 0203-2** **\*\*\* SECOND NOTICE \*\*\***

**All** changes for the 2002/03 – Survey 2 FTE must be completed by 5:00 PM Wednesday, October 23, 2002.

At that time, Information Technology Services (ITS) will begin the transmission process of the required records to the State DOE. After transmission, any error detected at the state level, must be corrected at the District Office.

Questions regarding this process should be directed to Support Services at 305-995-3705(0).