

MEMORANDUM

October 7, 2002

TO: All Elementary Schools

FROM: Information Technology Services
Office of Information Technology

SUBJECT: ****URGENT** FTE FILE VERIFICATION 0203-2**

On Friday, October 11, the FTE for 0203-Survey 2 will be processed. At that time, the necessary files for DECO will be created using current information in ISIS. In order to alleviate corrections in ISIS and DECO, schools should request a FTE simulation **PRIOR** to Friday, October 11. The verification process should include, but not be limited to:

1. Course Code information: Valid course code number; active status of course.
2. Master Schedule Information: Valid teacher employee numbers; active status for each section; correct teacher numbers (3digit).
3. Student Information: All students scheduled; correct attendance information; correct ESE/Student Services, LEP and Dropout Prevention Information; correct homeroom teacher employee number on the Student Information screen.

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