

MEMORANDUM

October 7, 2002

TO: All Secondary Schools

FROM: Information Technology Services
Office of Information Technology

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

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 numbers; correct term indicators; active status.
2. Master Schedule Information: Period designations; Days Met; correct Start and End Time for pull-out classes; teacher employee numbers; status of sections; correct FEFP numbers, (if entered).
3. Student Information: All students scheduled; no missing or duplicate periods; correct attendance information; correct ESE/Student Services information; correct LEP information.
4. Vocational Program Code: Verify the correct Vocational Program code has been placed on the Student Record / Subjects screen (PF1) for all students enrolled in vocational courses.

NOTE: Mac School participants: Prior to requesting an FTE simulation, schools should request a Daily Transaction process.

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