

MEMORANDUM

October 10, 2002

TO: All Mac Schools (Please route to the Mac School contact)

FROM: Information Technology Services
Office of Information Technology

SUBJECT: **MAC SCHOOL – FTE DEADLINE**

In order to process the Survey 2 FTE, schools must run Daily Transactions processing **before 3:00 PM** on Friday, October 11. Any changes made after the successful confirmation is received will not be reflected in ISIS. Schools must call immediately to the Systems User Support Center if the confirmation is not received.

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