

**MEMORANDUM**

November 18, 2002

TO: All Schools

FROM: Information Technology Services  
Office of Information Technology

SUBJECT: **SURVEY 9 FTE PROCESSING - 2002**

In preparation for Survey 9 FTE Processing, **ALL** ESE information must be verified and updated in ISIS prior to 5:00 PM, November 27, 2002. Schools are reminded that all IEP's must be current.

Collection of this data is a requirement of the federal government. If this information is not entered by this date, a loss of funding for the district will occur.

Questions regarding ESE policy or procedures should be directed to the ESE Office at 305-995-1796. Questions regarding data entry should be directed to Support Services at 305-995-3705(0).