

## MEMORANDUM

TO: All Elementary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **\*\* URGENT \*\* ELEMENTARY FTE FILE VERIFICATION 0304-2**

On Friday, October 17, the FTE for 0304 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 17. The verification process should include, but not be limited to:

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

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