

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** FTE DECO PROCESSING 0304-2 **SECOND NOTICE****

All changes for the 2003/04 – Survey 2 FTE must be completed by 5:00 p.m. Wednesday, October 29, 2003. At that time, ITS will begin the transmission process of the required records to the State DOE. After transmission, any error detected at the state level must be corrected at the FTE Office.

Questions regarding this process should be directed to Support Services at 305-995-3705(0).