

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **\*\*\* URGENT \*\*\* FTE-DECO REQUIREMENTS 03S**

On Friday, July 18, 2003, Information Technology Services will process the FTE for Survey Period 1. At that time, the necessary files for DECO will be created using summer information in ISIS. In order to alleviate corrections in ISIS and DECO, schools should request a FTE Simulation prior to Friday, July 18.

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