

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** FINAL FTE CORRECTIONS 0304-2**

On Friday, October 17, 2003, Information Technology Services (ITS) will process the FTE for Survey Period 2.

Beginning Monday, October 20, through Wednesday, October 29, errors encountered in the FTE that must be corrected prior to transmission to the state, **MUST** be corrected in DECO. After October 29, corrections to DECO records can only be made by the FTE office.

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