

MEMORANDUM

February 18, 2003

TO: All Schools
FROM: Information Technology Services
SUBJECT: ***** URGENT *** FTE DECO PROCESSING 0203-3**

All FTE changes for Survey 3 2002-03 must be completed in DECO by 5:00 PM Wednesday, February 19, 2003.

At that time, Information Technology Services (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 District office.

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