

MEMORANDUM

February 20, 2002

TO: All Schools

FROM: Information Technology Services

SUBJECT: *****URGENT*** FTE DECO PROCESSING 0203-3**

The FTE records (0203-3) from the DECO files were processed and transmitted to the State DOE on Wednesday, February 19, at 5:00 PM for the Survey 3 funding. On Thursday, February 20, schools must request an online print of the FTE Funding Certification, selection B in DECO, Year 0203 Survey 3.

The printing should be made on a printer that prints on 8.5" X 11.0" paper. Schools must compress the pitch or change to a smaller font prior to printing.

If there are any questions regarding this process, schools should call Support Services at 305-995-3705(0).