

MEMORANDUM

******* SECOND NOTICE *******

TO: All Mac Schools (Please route to the Mac School contact)

FROM: Information Technology Services (ITS)

SUBJECT: **MAC SCHOOL – FTE DEADLINE – SECOND NOTICE**

In order to process the Survey 2 FTE, schools must run Daily Transactions processing **before 3:00 PM** on Friday, October 17. Any changes made after the successful confirmation is received will not be reflected in ISIS. Schools must call Support Services immediately if the confirmation is not received.

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