

**MEMORANDUM**

February 5, 2003

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

FROM: Information Technology Services

SUBJECT: **\*\*URGENT\*\* MAC SCHOOL – FTE DEADLINE**

In order to process the Survey 3 FTE, schools must run Daily Transaction processing before 3:00 PM on Friday, February 7, 2003. Any changes made after the successful confirmation is received **will not** be reflected in ISIS. Schools must call immediately to Support Services if confirmation is not received.

Schools that have not maintained their Mac School information should notify Support Services at 305-995-3705(0) immediately.

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