

MEMORANDUM

November 17, 2003

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

FROM: Information Technology Services (ITS)

SUBJECT: ****URGENT** MAC SCHOOL - FTE DEADLINE**

In order to process the Survey 9 FTE, schools must run Daily Transaction Processing before 3:00 p.m. Monday, December 1. Any changes made after the successful confirmation is received will not be reflected in ISIS. Schools must call to the Support Services if the confirmation is not received.

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