

MEMORANDUM

February 20, 2003

TO: All Schools
FROM: Information Technology Services
SUBJECT: **REQUESTING RESPONSIBLE TEACHER LIST**

After all corrections to the DECO Responsible Teacher Listing have been completed in DECO, an updated DECO Responsible Teacher Listing can be ordered through the Online Report Request System in ISIS. Teachers should verify all information and the completed report should be filed with the FTE accountability documents.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).