

MEMORANDUM

TO: All Secondary Schools

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** SECONDARY FTE FILE VERIFICATION 0304-2**

On Friday, October 17, the FTE for 0304 Survey 2 will be processed. At that time, the necessary files for DECO will be created using current information in ISIS. In order to alleviate corrections in ISIS and DECO, school should request a FTE simulation PRIOR to Friday, October 17. The verification process should include, but not be limited to:

Course Code Information: Valid course code numbers; correct term indicators; active status

Master Schedule Information: Period designations; Days Met; correct Start and End Time for pull-out classes; teacher employee numbers; status of sections; correct room numbers; correct FEFP numbers, if entered

Student Information: All students scheduled; no missing or duplicate periods; correct attendance information; correct ESE/Student Services information; correct LEP information

Vocational Program Code: Verify the correct Vocational Program code has been placed on the Student Record / Subjects screen (PF1) for all students enrolled in vocational courses

NOTE: Mac School participants: Prior to requesting a FTE simulation, schools should request a Daily Transactions (Mac and ISIS) process.

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