

MEMORANDUM

November 25, 2003

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SURVEY 9 FTE PROCESSING – 2003 ***SECOND NOTICE*****

In preparation for Survey 9 FTE Processing, **ALL ESE** information must be verified and updated in ISIS prior to 5:00 P.M., December 1, 2003. Schools are reminded that all IEPs must be current.

Collection of this data is a requirement of the federal government. If this information is not entered by this date, a loss of funding for the district will occur.

Questions regarding ESE policy or procedures should be directed to Office of Exceptional Student Education and Student/Career Services at 305-995-1721. Questions regarding data entry should be directed to Support Services at 305-995-3705(0).