

**MEMORANDUM**

February 10, 2003

TO: All Schools  
FROM: Information Technology Services  
SUBJECT: **\*\* URGENT \*\* FINAL FTE CORRECTIONS 0203-3**

On Friday, February 7, 2003, Information Technology Services (ITS) processed the FTE for Survey Period 3.

Beginning Monday, February 10, through Wednesday, February 19, errors encountered in the FTE that must be corrected prior to transmission to the State, **must** be corrected in DECO. After February 19, corrections to DECO records can only be made by the FTE Office.

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