

## MEMORANDUM

TO: All Summer Schools

FROM: Information Technology Services (ITS)

SUBJECT: **\*\*URGENT\*\* FINAL FTE CORRECTIONS 03/04-1**

On Friday, July 18, 2003, Information Technology Services (ITS) processed the FTE for Survey Period 1.

Beginning Monday, July 21, through Wednesday, July 30, any error encountered in the FTE that must be corrected prior to transmission to the state M U S T be corrected in DECO and, if necessary, ISIS. After July 30, 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).