

# MEMORANDUM

February 3, 2003

\*\*\*\*\* SECOND NOTICE \*\*\*\*\*

TO: All Elementary Schools

FROM: Information Technology Services

SUBJECT: **\*\* URGENT \*\* FTE FILE VERIFICATION 0203 – SURVEY 3 – ELEMENTARY**

To insure accurate FTE final results, schools must order FTE simulations before Friday, February 7, 2003. Schools should review all reports produced and, if necessary, correct all errors (students who receive basic funding, ESE students, ESOL students and teachers).

Schools are reminded to verify the employee numbers of all teachers, including Art, Music and PE. All employee numbers will be verified by the State for employee certification.

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