

MEMORANDUM

January 27, 2003

TO: All Secondary Schools

FROM: Information Technology Services

SUBJECT: **** URGENT ** FTE FILE VERIFICATION 0203 - SURVEY 3 - SECONDARY**

On Friday, February 7, 2003, the FTE for 0203-Survey 3 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, schools should request FTE Simulations prior to Friday, February 7. The verification process should include, but not limited to:

1. Course Code Information: Valid course code numbers; correct term indicators; course status.
2. Master Schedule Information: Period designation; days met; correct start and end time for pull-out classes; teacher employee numbers; status of sections; correct F.T.E. line numbers entered, if necessary.
3. Student Information: All students scheduled; no missing or duplicate periods; vocational courses have a vocational program code; correct attendance information; correct ESE/Student Service information; correct ESOL information; correct dropout information.

Mac School Participants: Prior to requesting a FTE Simulation, schools should request a Daily Transaction and Discrepancy Report.

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