

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **** URGENT ** FINAL FTE CORRECTIONS 0405-2**

On Friday, October 15, 2004, Information Technology Services (ITS) will process the FTE for Survey Period 2.

Beginning Monday, October 18, through Wednesday, October 27, errors encountered in the FTE that must be corrected prior to transmission to the state, **MUST** be corrected in DECO. After October 27, 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).