

**MEMORANDUM**

October 25, 2004

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **\*\* URGENT \*\* FTE DECO PROCESSING 0405-2 \*\*SECOND NOTICE\*\***

**All** changes for the 2004/05 – Survey 2 FTE must be completed by 5:00 p.m. Wednesday, October 27, 2004. At that time, ITS will begin the transmission process of the required records to the State DOE. After transmission, any error detected at the state level must be corrected at the FTE Office.

Questions regarding this process should be directed to Support Services at 305-995-3705(0).