

MEMORANDUM

October 27, 2004

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **\*\* URGENT \*\* FTE DECO PROCESSING 0405 – 2**

The FTE records (0405-2) from the DECO files were processed and transmitted to the State DOE on Wednesday, October 27, at 5:00 p.m. for the Survey 2 funding. On Thursday, October 28, schools must request an online print of the school funding certification report, selection B in DECO, Year 0405 Survey 2.

The printing should be made on a printer that prints on 8.5" X 11.0" paper. Schools must compress the pitch or change to a smaller font prior to printing.

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