

**MEMORANDUM**

February 9, 2004

TO: All Schools  
FROM: Information Technology Services (ITS)  
SUBJECT: **\*\* URGENT \*\* FINAL FTE CORRECTIONS 0304-3**

On Friday, February 6, 2004, Information Technology Services (ITS) processed the FTE for Survey Period 3.

Beginning Monday, February 9, through Wednesday, February 18, FTE errors **must** be corrected in DECO prior to transmission to the State. After February 18, 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).