

**MEMORANDUM**

February 9, 2005

TO: All Mac Schools **(Please route to the Mac School Contact)**

FROM: Information Technology Services (ITS)

SUBJECT: **MAC SCHOOL – FTE DEADLINE**

In order to process the Survey 3 FTE, schools must run Daily Transaction processing before 3:00 p.m. on Friday, February 11, 2005. Any changes made after the successful confirmation is received **will not** be reflected in ISIS. Schools must call immediately to Support Services if confirmation is not received.

Schools that have not maintained their Mac School information should notify Support Services at 305-995-3705 immediately.

If there are any questions regarding this process, please call Support Services at 305-995-3705.