

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **SURVEY 9 FTE PROCESSING - 2005**

In preparation for Survey 9 FTE Processing, **ALL ESE** information must be verified and updated in ISIS prior to 5:00 p.m., December 1, 2005. Schools are reminded that all IEPs must be current.

Collection of this data is a requirement of the federal government. If this information is not entered by this date, a loss of funding for the district will occur.

Questions regarding ESE policy or procedures should be directed to your Regional Special Education (SPED) Instructional Supervisor. Questions regarding data entry should be directed to Support Services at 305-995-3705.