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September 17, 2004

MEMORANDUM

TO: Charter School Administrators
School District Superintendents

FROM: Theresa A. Klebacha, Ph.D.

SUBJECT: 2003-2004 Charter School Annual Report Template

You recently received a memo and a template to be used in the development of each charter school's 2003-2004 Charter School Annual Report. Due to the impact of the recent hurricanes that have affected Florida, the release of the template was unfortunately delayed.

In order to avoid creating additional work for charter school administrators, you may submit the information required in the annual report in the following manner:

- If your school has already developed the 2003-2004 annual report, you may submit your report in that format. However, it is still necessary for you to fully address the components of the Department of Education (DOE) developed template, in addition to the report you have already completed. You may either fill in the sections of the DOE template that address information not included in the annual report created by your school or you may attach the required information on additional sheets stapled to your annual report.
- If your district has provided you with a template for the 2003-2004 annual report, you may submit your report in that format. However, it is still necessary for you to fully address the components of the DOE developed template, in addition to the report you have already completed. You may either fill in the sections of the DOE template that address information not included in the annual report created by your school or you may attach the required information on additional sheets stapled to your annual report.

THERESA A. KLEBACHA, PH.D.
Executive Director
Office of Independent Education and Parental Choice

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All of the information submitted in the charter school annual report will be collected and evaluated. This information will be incorporated in the 2003-2004 Statewide Charter School Annual Report. Please remember that a copy of each charter school's charter school annual report is due to the Office of Independent Education and Parental Choice no later than **November 1, 2004**.

TK/pmc

c: Jim Warford, Chancellor
Jeanine Blomberg, Deputy Chief of Staff
School District Charter School Directors