

# FLORIDA DEPARTMENT OF EDUCATION



JOHN L. WINN  
Commissioner of Education



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September 28, 2004

## MEMORANDUM

**TO:** District Charter School Coordinators

**FROM:** Theresa A. Klebacha, Ph.D.

**SUBJECT:** Extension of Grant Application Deadline

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Due to the recent devastation caused by hurricanes this season, the Office of Independent Education and Parental Choice in the Florida Department of Education recognizes that many school districts have experienced the loss of several days of work and school. The grant cycle for the 2003-04 Charter School Year Two Implementation Grant and the 2003-04 Dissemination Grant will end **September 30, 2004**. The Department will provide the opportunity for charter schools to extend their grants to **November 30, 2004**.

**In order to extend the grant period, the charter school must submit a letter requesting an extension on or before September 30, 2004.** The letter must include the project number and the TAPS number which is printed on the project award notification. The letter may be submitted by the charter school administrator or designee. The extension request letter may be hard copy or electronic. Please mail or fax the extension letter request to:

Phyllis White  
Bureau of Grants Management  
325 West Gaines Street, Room 325  
Tallahassee, Florida 32399-0400  
Fax: (850) 245-0719  
Email: [Phyllis.White@fldoe.org](mailto:Phyllis.White@fldoe.org)

Additionally, send an electronic copy to Michael Binitie ([Michael.Binitie@fldoe.org](mailto:Michael.Binitie@fldoe.org)) and Sue Wilkinson ([Sue.Wilkinson@fldoe.org](mailto:Sue.Wilkinson@fldoe.org)). The mailing address for Michael Binitie and Sue Wilkinson is the same as Phyllis White.

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We hope that this extension will allow the schools adequate time to incur final expenditures. After the extension request is processed, you will receive a project award notification which will have the revised dates for the end of the grant cycle.

Please forward this information to the affected charter schools. Thank you for your assistance in this issue.

TK/kbc

c: District Finance Officers