

# FLORIDA DEPARTMENT OF EDUCATION



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October 26, 2004

**TO:** District School Superintendents

**FROM:** Shan Goff, K-12 Deputy Chancellor for Student Achievement

Gladys Wilson, Interim Executive Director  
Florida Partnership for School Readiness

**SUBJECT: Teenage Parent Program Reporting Procedures and Dates for Fiscal Year 2004-2005**

The Florida Department of Education and the Florida Partnership for School Readiness extend appreciation and thanks to all parties who worked collaboratively last year to report \$25,136,372 as a match for federal dollars. These dollars were used to provide school readiness services to additional children throughout Florida. We are again requesting your assistance in collecting the necessary data on the participants in your Teenage Parent Program in order to continue using state funds as a match for federal dollars for 2004-2005.

Attached you will find a copy of the Supplemental Information Form and corresponding instructions to complete this form. The reporting deadlines for submitting the supplemental information forms are:

November 15, 2004  
January 15, 2005  
April 15, 2005  
May 30, 2005

District School Superintendents  
October 26, 2004  
Page 2

We request your cooperation in using the following method to report the information on the children of teenage parents:

- School districts that contract for child care services for the children of teenage parents through their local school readiness coalition or other entities (e.g., Early Head Start) and school districts that directly provide child care for this population can submit the Supplemental Information Form.
- If your school district is currently using the funds generated by the children of teenage parents as a match for other federal funds (e.g., Head Start, Even Start), please disregard this request. However, please contact the Florida Partnership for School Readiness Office so records can be updated accordingly.
- Supplemental Information Forms should be completed at the beginning of each new school year.
- **Unless there is a change in the child's information**, Supplemental Information Forms **DO NOT** need to be completed each quarter once the child has been entered into the School Readiness Data System by the coalition or its designee for the current school year. Children reported in the first quarter will continue to be counted for each reporting period unless there is a form to reflect a change in status, such as withdrawal from the program.
- Completed Supplemental Information Forms are forwarded by the school district to the local coalition or the coalition's designee. Please do not send these forms to either the Department of Education or the Partnership for School Readiness. To obtain contact information for your local school readiness coalition, please access through <http://www.schoolreadiness.org/ac/index.asp>.

Thank you for your cooperation concerning this matter. If you have technical questions or need additional information, please contact Kathy Summers, Florida Partnership for School Readiness, at 850/922-4200 or via electronic mail at [kathy.summers@schoolreadiness.org](mailto:kathy.summers@schoolreadiness.org). Additionally, you may contact Department of Education staff members, Michael Lisle at 850/245-9948 or via electronic mail at [michael.lisle@fldoe.org](mailto:michael.lisle@fldoe.org); or Cathy Bishop at 850/245-0478 or via electronic mail at [cathy.bishop@fldoe.org](mailto:cathy.bishop@fldoe.org).

SG/GW/cbm

Attachments: Supplemental Information Form and Instructions

cc: Dropout Prevention Coordinators  
Executive Directors, Local Coalitions  
School District Finance Officers  
Readiness Partnership Board Members  
Michael Lisle  
Cathy Bishop  
Kathy Summers