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February 28, 2006

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MEMORANDUM

TO: Florida School District Superintendents
Directors, University Research Schools
President, Florida School for the Deaf and the Blind
Assistant Director for Education and Job Training, Department of Corrections
District Program Coordinators

FROM: John L. Winn

SUBJECT: 2006 Outstanding Assistant Principal Achievement Award Nomination Packet

The Outstanding Assistant Principal Achievement Award honors exemplary assistant principals for their contributions to their schools and communities. Through their teamwork, leadership skills, and dedication to academic excellence, Florida schools have increased student performance, and established safe learning environments for our children. Thus, recognizing individuals who make a difference in our schools is a priority for the Florida Department of Education, and we strongly encourage each district to participate in such prestigious programs.

The 2006 Outstanding Assistant Principal Achievement Award Nomination Packet may be obtained on our website at the following link: <http://www.firn.edu/doe/profdev/coapa.htm>. Please download the Nomination Packet, which includes the Application; Nomination Form; and information regarding eligibility, selection criteria and procedures for designating district winners.

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Districts nominate three assistant principals. Each assistant principal represents one of three school levels: elementary, middle or high school. District nominees compete only within their respective school levels. From the nominations, one nominee per school level is selected such that a total of three assistant principals statewide are named recipients of the Outstanding Assistant Principal Achievement Award. The state winners will be announced in the fall at the Commissioner's Summit for Principals, hosted by the Florida Department of Education and the Florida Association of School Administrators (FASA).

Thank you for your continued support of this program. We look forward to receiving the nomination materials for your district nominees no later than **Friday, June 30, 2006**. If you have any questions, please feel free to contact Bonita Hampton. Her contact information is provided above.

JLW:bh