

# FLORIDA DEPARTMENT OF EDUCATION



**CHARLIE CRIST**  
Commissioner

**Bernardo A. Garcia, Chief**  
Bureau of Equity, Safety  
And School Support

## MEMORANDUM

**TO:** District Title I Migrant Coordinators

**FROM:** Retha B. Nero, Educational Program Director  
Title I/Migrant Programs

**DATE:** August 21, 2002

**SUBJECT:** **2002-2003 Comprehensive Needs Assessment and Service Delivery Plan**

Attached for your completion is the Florida Department of Education, Bureau of Equity, Safety and School Support, Migrant Education Program, Comprehensive Needs Assessment and Service Delivery Plan. The No Child Left Behind Act of 2001 requires that a comprehensive needs assessment be conducted on an annual basis at the state and local levels. The service delivery plan will be determined by the summation of the information provided by local operating agencies.

It is important that the instrument encapsulates responses for services that you provide to render a true assessment of the needs that effectively impact student achievement/learning. If the priority for services is other than those determined by the state of Florida, please provide appropriate rationale/data to support selection of goals that are not identified as one of the five state-identified goals.

***Please return the completed form no later than 5:00 p.m., September 30, 2002, by fax (850) 922-9648 or e-mail [Retha.Nero@FLDOE.ORG](mailto:Retha.Nero@FLDOE.ORG).***

Should you have questions or concerns, please contact me at (850) 487-3530. Your cooperation is invaluable and greatly appreciated.

RBN/js

Attachments

cc: Bernardo A. Garcia  
Rony Joseph  
Angel Stanford  
Regional Program Directors