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MEMORANDUM

DATE: August 27, 2007

TO: Middle and High School Guidance Directors

FROM: Dr. Connie Graunke, Executive Director, FACTS.org

SUBJECT: 2007 FACTS.org ePEP Materials Toolkit to arrive in September

Within two weeks, your office will receive a materials toolkit and order form from FACTS.org. These materials will assist you in implementing A++ legislative requirements. The legislation requires incoming 9th graders to choose a Major Area of Interest and middle school students to complete an electronic Personal Education Planner (ePEP) at FACTS.org as part of the career and educational planning course.

The toolkit includes samples of outreach and training materials that explain the 2007 version of the e-Personal Education Planner. This ePEP includes the Major Areas of Interest and graduation requirements for current and subsequent 9th graders.

Materials in the toolkit include:

- Introduction to the ePEP (training video on CD for parent groups, counselors, teachers)
- Educator's Guide to the ePEP
- Parent's Guide to the ePEP
- Student ePEP Pocket Guide (how to create an ePEP)
- Student Bookmark
- Order form (materials can also be ordered online at www.FACTS.org after September 6)

Also included will be several posters promoting a laptop contest. Students who create an ePEP and complete a high school plan between September 6, 2007 and May 1, 2008 will be eligible to enter an online drawing for a LENOVO ThinkPad™ laptop computer from FACTS.org.

If your office **has not received the toolkit** with sample materials **by September 17**, please let us know by calling our Help Desk at 866-324-2618 or by emailing a request to facts@admin.usf.edu. We ask that the lead guidance counselor consolidate requests and submit a single order for each school. Thank you.

c: District Guidance Supervisors



CONNIE GRAUNKE, Ed.D.

Executive Director

Florida Center for Advising & Academic Support