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OCTOBER 21, 2002

MEMORANDUM

CONTACT PERSON

Name: Martha J. Miller

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SunCom: 213-7230

CFO No.: 03-26

TO: District School Superintendents
FROM: John Winn
SUBJECT: Part 5, Public Schools Staff Survey

Attached is a two-page survey instrument (ESE 058), **New Hires – Instructional Personnel**. This is a multipurpose data collection instrument designed to collect data to meet state reporting requirements. Comprehensive data from this survey instrument are used in the Department publications, *Critical Teacher Shortage Areas* and *New Hires in Florida Public Schools*.

Attached also is an instructional sheet. Please direct both attachments to the person who is responsible for maintaining your staff database. The survey is being sent as an Excel file so that it may be completed and returned via email to Sherie.Hawkins@FLDOE.org if you prefer.

All survey forms are to be returned by November 29, 2002. If you are returning hard copy of the survey, please mail it to:

Dr. Martha Miller
Office of Policy Research and Improvement
Florida Department of Education
1501 Turlington Building
Tallahassee, Florida 32399-0400

CHARLIE CRIST

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If you have any questions, please contact Dr. Martha Miller at (850) 201-7230, SunCom 213-7230.

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cc: School District MIS Contacts
Staff Data Base Contacts