

# FLORIDA DEPARTMENT OF EDUCATION



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DPS: 2011-59

## **MEMORANDUM**

**TO:** District School 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

**DATE:** July 22, 2011

**SUBJECT:** **Nomination Packets for 2011 Principal Achievement Award for Outstanding Leadership and the Outstanding Assistant Principal Achievement Award**

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The Principal Achievement Award for Outstanding Leadership and the Outstanding Assistant Principal Achievement Award honor an elite group of school administrators for their exemplary contributions to Florida's students, schools and communities. Through their innovative leadership and dedication to academic excellence, they have increased student and school performance and have established safe learning environments for our children. Recognizing individuals who make a difference in our schools is a priority for the Florida Department of Education and the State Board of Education. We strongly encourage each district to participate in this prestigious recognition program.

The Nomination Packets may be obtained on the Department's website at <http://www.fldoe.org/profdev/cpaa.asp> for the 2011 Principal Achievement Award for Outstanding Leadership, and <http://www.fldoe.org/profdev/coapa.asp> for the 2011 Outstanding Assistant Principal Achievement Award. Please download the Nomination Packets, which include nomination forms and information regarding eligibility, selection criteria and procedures for designating district winners.

Each district may nominate only one principal and one assistant principal. The state winners of the 2011 Principal Achievement Award for Outstanding Leadership and the Outstanding Assistant Principal Achievement Award will be announced in the fall.

Nomination Packets for 2011 Outstanding Principal and  
Assistant Principal Achievement Awards  
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We strongly encourage each district to nominate administrators for these awards. The suggestions below may assist you in identifying and selecting deserving candidates for these awards.

- Distribute the nominate packets to leadership teams.
- Open the nomination process to other sources, i.e. colleagues, self, parents, community organizations, and student government groups.
- Appoint a special district-nominating committee to choose nominees or choose a slate of candidates from which the nominees are to be chosen at the district level.
- Select peer groups to nominate administrators, possibly during a regularly-scheduled administrators' meeting.
- Utilize area Superintendents to choose nominees or nominate candidates from which a district-level committee chooses the final recipients.
- Nominate a school leader whose students have made remarkable achievements under unique or otherwise extraordinary circumstances.

Thank you for your continued support of these programs. We look forward to receiving the nomination materials for your district nominees no later than **Wednesday, August 31, 2011**. If you have any questions, please feel free to contact Bonita Hampton at [Bonita.Hampton@fldoe.org](mailto:Bonita.Hampton@fldoe.org) or (850) 245-0544.

JLW:bh

Attachments