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MEMORANDUM

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

FROM: Pam Stewart

DATE: September 5, 2014

SUBJECT: **Transmittal for 2015 Florida School-Related Employee of the Year
Nomination Packet**

Contact Information:

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DPS: 2014-140

The School-Related Employee of the Year Program honors outstanding education support personnel for their exemplary, dedicated service and contribution to excellence in our public schools and local communities. School-related employees enhance the educational experience for the children whose lives they touch. They are essential to the successful operation of schools and school district offices. Recognizing individuals who make a difference in the lives of students is a priority for the Florida Department of Education. Thus, each district is strongly encouraged to participate in this important recognition program.

The 2015 Florida School-Related Employee of the Year nomination packet may be obtained on the department's website at <http://www.fldoe.org/profdev/doc/sreynomination2.doc>. Please download the nomination packet, which includes an application and nomination form, as well as information regarding eligibility, selection criteria and the procedure for designating a district nominee. The Florida School-Related Employee of the Year and four finalists will be chosen from the nominations received by the department.

Thank you for your continued support of this program. We look forward to receiving the nomination materials for your district's nominee no later than **Monday, February 2, 2015**. If you have any questions, please contact Bonita Hampton at 850-245-0544 or Bonita.Hampton@fldoe.org.

PS/bh

Attachment