

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

To: District School Superintendents

From: Jim Warford, Chancellor
K-12 Education

Ray Montelone, Deputy Commissioner/
Chief Education Financial Officer

Date: October 27, 2003

Subject: **REGIONAL WORKSHOPS RELATED TO STATE SCHOLARSHIP AND GRANT PROGRAMS AND ACADEMIC ADVISEMENT FOR MIDDLE AND HIGH SCHOOL COUNSELORS**

You are cordially invited to attend one of seven regional workshops planned jointly by staff from the State Scholarship and Grant Programs and K-12 Education. This basic training will include:

- State Scholarships and Grants application processing
- Bright Futures initial eligibility processing
- K-12 academic advising for middle and high school counselors

Seven locations in November and December 2003 are available and listed with the attached agenda with dates and locations.

In order to ensure adequate space and materials, we ask that you register via the website <http://info.doe.state.fl.us/register/osfa/> as soon as possible. We look forward to meeting with you and having a productive training session.

District School Superintendents
October 27, 2003
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For questions regarding the State Scholarships and Grants section of the training, please contact Jane McKee via email at jane.mckee@fldoe.org or by calling toll free at 1-(888)827-2004. For questions regarding K-12 academic advisement, please contact Mary Jo Butler via email at maryjo.butler@fldoe.org or by telephone at (850) 245-0479.

JW:RM:mjbo

Attachments

cc: Middle and High School Guidance Counselors
Bright Futures District Contacts
District Guidance Contacts
OSFA Outreach Representatives

**Schedule of State Scholarship and Grant Programs and K-12 Training Sessions
November and December 2003**

The following training sessions have been scheduled:

- November 20, 2003 Florida State University, Tallahassee
University Center, Building C
Miller Hall, Room 3300
(Park in Visitor's Parking Lot. Take Pensacola Street headed west, to deadend, turn left. Follow signs to visitor parking. Please carpool. Bring parking ticket to meeting for validation.)

- December 2, 2003 University of Central Florida, Orlando
Student Union, Cape Florida Room 316ABCD
(Park in North garage across from the UCF Arena. There will be no ticketing of cars on that day in that facility.)

- December 3, 2003 University of South Florida, Tampa
Special Events Center
(Check with information booth for instructions on parking for the meeting.)

- December 4, 2003 Florida Gulf Coast University, Ft. Myers
Whitaker Hall, Sprint Room
(Pick up a parking permit at the Information Booth and park in parking lot #7.)

- December 9, 2003 Florida International University, Miami
11200 SW 8th Street
University Park Campus, Graham Center Ballroom
(Use 112th Ave. and SW 8th St. entrance & proceed to Information Booth on right hand side before stop sign for a parking pass. Park in student spaces in Lot #3.)

- December 10, 2003 Nova Southeastern University, Main Campus, Ft. Lauderdale
Mailman Hollywood Building, Room 309
(Use north entrance [30th Street/Abe Fischler] and turn left at first stop sign. Continue around circle to Horvitz Building and park in adjacent parking lots. Park in any spot not marked Visitors.)

- December 11, 2003 Jacksonville University, Jacksonville
(Use main entrance at Merrill and University. Follow signs to parking.)

**Florida Department of Education (DOE)
Office of Student Financial Assistance (OSFA) and Division K-12 Education**

State Scholarships and Grants /Academic Advisement Training

for Middle and High School Counselors
November and December 2003

AGENDA

Registration and Refreshments	7:00 am to 7:30 am
Welcome	7:30 am to 7:45 am
Tools of the Trade	7:45 am to 8:45 am
➤ Overview of Financial Aid	
➤ DOE Website Overview	
➤ FACTS.org	
Academic Advisement for Middle and High School Students	8:45 am to 9:45 am
➤ Counseling for Future Education Handbook	
➤ Accountability Model	
➤ Acceleration Opportunities	
➤ Equity and Access to Rigorous Curriculum	
➤ Resources for Parents	
➤ Graduation Options	
BREAK	9:45 am to 10:00 am
Breakout Sessions	10:00 am to 1:00 pm (with breaks)
➤ High School Counselors	
• Bright Futures Guidance Counselor Tools	
• Comprehensive Course Table	
• Evaluation System Timeline	
• Getting Matched – the FFAA	
• Clarifying Initial Eligibility Criteria	
• Test Scores	
• Foreign Language Waiver	
• Early Admission	
• GED	
• IB Curriculum	
• 3-year diplomas	
➤ Middle School Counselors	
• Effective Transition from Middle School to High School	
• Successful Communication with Parents	
• Vertical Teaming	
• Enriched Curriculum and Instruction	
• Lessons Learned	