

August 2, 2004

MEMORANDUM

TO: District Superintendents
District Guidance Supervisors
Middle and High School Principals
Middle and High School Guidance Supervisors
Middle and High School Guidance Counselors

FROM: Jim Horne, Commissioner
Florida Department of Education

J. David Armstrong, Jr., Chancellor
Division of Community Colleges and Workforce Education

Debra Austin, Chancellor
Division of Colleges and Universities

Jim Warford, Chancellor
Division of K-12 Schools

SUBJECT: Regional Admissions Workshops

You are cordially invited to attend one of seven regional admissions workshops planned jointly by the Division of Public Schools, the Division of Community Colleges, and the Division of Colleges and Universities. This is the nineteenth year for these regional workshops. The response in the past has been excellent.

A successful transition from middle school to high school and then to college is important to the educational achievements of our students. Middle school counselors are in an excellent position to help parents and students begin thinking early about the postsecondary options and how these options can be affected by decisions made in middle and high school. The counselors can help direct the attention of students and parents early to the requirements for entry into college and the many alternatives students have today for obtaining a post-high school education. Often, postsecondary admissions policies are viewed as complex and difficult to understand. These workshops will help middle school and high school guidance counselors understand those policies and keep up-to-date on state and institutional policies and procedures. With that understanding, guidance counselors will be better equipped to meet the needs of their students during this critical transition time.

We strongly encourage you to participate in these workshops and join us in our efforts to improve our service to the citizens of Florida through education. While the workshops are designed to keep middle and high school guidance counselors informed about the philosophy and various policies and procedures involved in transitioning from middle school to high school and then into Florida's public colleges and universities, attention also will be given to motivating and retaining targeted groups of students within Florida's public educational institutions. The presentations will be designed to allow guidance counselors time to ask specific questions about admissions and other related matters. Although the meetings are designed for middle and high school guidance and counseling personnel, we encourage others who are concerned with transition from middle school to high school and then to college to attend.

The State universities have graciously volunteered to host these meetings, which have been scheduled in seven different cities around the state. Refreshments will be provided. The locations and dates in the attached schedule were planned to provide geographic coverage of the state early in the school year, when this information would be most timely. We have expanded the fall workshops to include power point presentations by each of the presenters, information packets that will address the most frequently asked questions, extended time to meet and talk with specific admissions directors, and additional time for questions and answers from the panel of presenters. Due to the length of the agenda, the presentations will start promptly at 8:15 a.m.

Please make your plans early and register as soon as possible so that the host institutions and workshop planners may prepare adequate supplies of information packets and refreshments. You may refer to the attached schedule of workshops to determine which site will be the most convenient for you to attend. This year counselors must register through the internet for the workshops at the following website: <http://info.doe.state.fl.us/register/admissions/>. Counselors will receive a confirmation of their registration once they have completed the process.

If you have any questions or need additional information, please contact Ms. Nell Kelly or Ms. Lynda Page at (850) 245-0467 or Suncom 205-0467.

JH/JDA/DA/JW/nk

Attachments

SCHEDULE OF REGIONAL ADMISSIONS WORKSHOPS
FALL 2004

The seven geographic locations were chosen to make participation in the workshops as accessible as possible. If circumstances make attendance at the closest workshop inconvenient, another workshop site may be selected. Registration must be done through the internet at the following website: <http://info.doe.state.fl.us/register/admissions/> at least two weeks prior to the workshop you wish to attend.

August 31, 2004

Location: FLORIDA STATE PANAMA CITY CAMPUS
4650 Collegiate Drive (Auditorium)
Panama City, Florida 32401

September 1, 2004

Location: UNIVERSITY OF NORTH FLORIDA
University Center, Banquet Hall, Room 1044
12000 Alumni Drive
Jacksonville, Florida 32216

September 2, 2004

Location: UNIVERSITY OF SOUTH FLORIDA
Special Events Center; Tampa, Florida 33620
(Check with information booth for instructions on parking for the meeting)

September 3, 2004

Location: UNIVERSITY OF CENTRAL FLORIDA
Student Union, Pegasus Ballroom
Orlando, Florida 32816
(Please park in Arena lots F-1 and F-2. Plan to arrive early for adequate parking)

September 8, 2004

Location: FLORIDA INTERNATIONAL UNIVERSITY
Building GC Ballrooms (Graham Center)
University Park 11200 SW 8th Street
Miami, Florida
(Park in lot #3, entrance through 107 Avenue & SW 16th Street)

September 9, 2004

Location: FLORIDA GULF COAST UNIVERSITY
Student Union, Ballroom (Room 203)
FGCU Boulevard, North
Fort Myers, FL 33936
(Check with information booth for instructions on parking for the meeting)

September 10, 2004

Location: FLORIDA ATLANTIC UNIVERSITY
Lifelong Learning Auditorium, University Center
Boca Raton, Florida 33431
Signs will be posted on the campus directing counselors where to park for the workshop (lots 10 and 15 are reserved as parking for this event).

AGENDA

PRESENTATIONS WILL START PROMPTLY AT 8:15 A.M.

7:30 - 8:15	Registration and Browse Sign in, handouts distributed Refreshments
8:15 - 8:20	Welcome and Opening Remarks Nell Kelly, Division of Colleges and Universities
8:20 - 9:25	State University Power Point Presentations University of Admission Directors
9:25 - 9:40	New High School Graduation Options Power Point Presentation Mary Jo Butler, K-12 Student Achievement & Articulation
9:40 - 9:55	Community College Power Point Presentation Division of Community College and Workforce Education Representatives - Beverly Sermons, Patricia Frohe, or Sara Hamon
9:55 - 10:10	Bright Futures Presentation Joann McGonagill
10:10 - 10:25	FACTS Presentation Debra Dukes
10:25 - 11:10	Break Time
11:10 - 11:25	SAT Presentation Linda Owens
11:25 - 11:40	ACT Presentation Mary Hendrix
11:40 - 1:00	Questions and Answers Admission Directors, Mary Jo Butler, Joann McGonagill, Debra Dukes, Nell Kelly, Lynda Page, Community College and Workforce Education Representatives - Beverly Sermons, Patricia Frohe, or Sara Hamon

Sponsors: Division of Public Schools
 Division of Community Colleges and Workforce Education
 State University System
 College Board and ACT

Hospitality: State University System
 College Board and ACT